

## **HOSA 301: Local Officer Training**

A workshop designed to train your local HOSA officers. Information regarding the duties of each office, the leadership qualities of successful officers, and HOSA meeting organization and tips will be provided for the following offices: President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.

A brief summary will be provided to your chapter and then the State Officer will work in a small group with your officers. Please set aside time for your local officers and provide a location for them to work.

### **I. Introduction and Icebreaker for the chapter**

- a. Icebreaker of your choice
- b. Brief autobiography of speaker

### **II. Provide information to the chapter regarding**

- a. What is expected from a leader
- b. What the duties of each office actually are
- c. Remind them that these duties can be manipulated by their advisor to fit the local school's policies and procedures
- d. Provide a short Leadership Activity

### **III. Work Session with the local officers (the advisor should provide a separate work area for you & the officers)**

- a. Leadership Qualities
  - i. (develop an activity)
    1. Maybe leaderships styles activity
  - ii. Integrity
  - iii. Compassion
  - iv. Courage
  - v. Innovativeness
  - vi. Confidence
  - vii. Communication Skills
    1. Social Media
    2. Member contacts
  - viii. Positivity
  - ix. Honesty
  - x. Responsibility
  - xi. Punctuality
  - xii. Balance

- b. Go over the basic duties (you can create slideshow or handouts)
  - i. President/Vice President
  - ii. Secretary
  - iii. Treasurer
    - 1. Individual school's policies vary in regards to students handling money
    - 2. Financial information may need to be provided to them by the advisor
  - iv. Historian/Reporter
  - v. Parliamentarian
  - vi. Developing a Program of Work
  - vii. Motivating the members to participate
  - viii. Budgeting for conferences
- c. HOSA meeting basics
  - i. Meeting Script (Provide them with a sample and demo how to use it)
  - ii. Calling the meeting to order
  - iii. Approval of minutes/Treasurer's Report/Old Business/New Business
  - iv. Voting (provide various methods of voting)
    - 1. Community service projects
    - 2. Speakers
    - 3. Program of Work
    - 4. Fundraisers

#### **IV. How to become a State Officer**

- a. Requirements
- b. Speech
- c. Voting Process using voting delegates

#### **V. Responsibilities of State Officers**

- a. Mandatory Dates (provide copy)
- b. State Leadership Conference
- c. International Leadership Conference
- d. Joint Leadership Development Conference
- e. SOLTS
- f. Officer Visits
- g. Executive Committee

#### **VI. Conclusion**

- a. Questions and Answers
- b. Provide Alabama HOSA Social Media links and Alabama HOSA Website address
- c. Photo op