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 leadership 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/Application Process
   b. State Officer Test, Top 10 are usually considered the qualifying candidates. Study all basic HOSA facts such as colors, motto, Robert's Rules of Order, important dates, etc.
   c. Candidate presents their speech.
   e. Interviews to delegate positions.
   f. The New Officer Team immediately starts their term.

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