**\_\_\_\_\_ PRESIDENT**

* + Preside over all business meetings of the organization and the State Executive Committee.
	+ Supervise the progress of the approved Program of Work (POW).
	+ Communicate regularly with the State Advisor.
	+ Provide monthly updates to the State Advisor regarding progress on the POW.
	+ Communicate regularly with the other state officers, to include communication regarding activities to promote the POW.
	+ Establish a professional environment for the council.
	+ Promote chapter leadership knowledge via regular posts to Alabama HOSA social media.
	+ Preside at state leadership conference.
	+ Be familiar with all HOSA ceremonies and parliamentary procedure.
	+ Sit on appointed advisory boards when asked by State Advisor.
	+ Represent the organization at other meetings as deemed necessary by the State Advisor.

**\_\_\_\_\_ 1ST VICE PRESIDENT (SECRETARY)**

* + Assume responsibility in the absence of the President.
	+ Keep the minutes of the state Executive Council meetings.
	+ Type and e-mail the minutes to the State Advisor within 30 days after the meeting.
	+ Provide a reading of the minutes, and other communications, at Executive Committee meetings.
	+ Communicate regularly with the State Advisor and other state officers.
	+ Collaborate with the other state officers to update the state officer workshops/activities and provide an outline and synopsis to the State Advisor by the conclusion of the State Officer Leadership Summit.
	+ Promote chapter competitive event knowledge via informational posts to Alabama HOSA social media.
	+ Serve in any capacity as directed by the President.

**\_\_\_\_\_ VICE PRESIDENT OF CHAPTER RELATIONS**

* + Develop/revise a welcome letter from the Executive Committee to be dispersed to new chapters.
	+ Develop/revise information flyers or brochures to be distributed to chapters about national and state programs, and Alabama HOSA updates.
	+ Provide leadership in promoting the organization’s community service program and service learning opportunities.
	+ Supervise the Alabama HOSA social media sites.
	+ Promote knowledge of HOSA’s current activities via regular posts to Alabama HOSA social media.
	+ Communicate regularly with state officers regarding social media activity.
	+ Provide a report of activities at Executive Committee meetings.
	+ Serve in any capacity as directed by the President.

\_\_\_\_\_ VICE PRESIDENT OF MEMBERSHIP

* + Collaborate with the state officers to update and revise the state officer workshop/activities.
	+ Develop/revise a letter to the chapters offering state officer visits and detailing the content of workshop opportunities.
	+ Develop/revise informational flyers or brochures detailing competitive event information and helpful hints.
	+ Promote chapter effectiveness via regular reminders of workshops and state officer visit opportunities to Alabama HOSA social media.
	+ Provide leadership in planning and implementing programs for membership promotions and development.
	+ Provide a report of state officer visits at Executive Committee meetings.
	+ Serve in any capacity as directed by the President.

***ALL State Officer positions are expected to visit local chapters and provide presentations and workshops that meet the needs expressed by the requesting chapter(s).***