



Policy & Procedure Manual National & State Organizational Structure

National and State Organizational Structure

NATIONAL HOSA, INC.

HOSA, Inc., the legal entity for HOSA, is an incorporated non-profit organization chartered in Delaware receiving 501 (c) (3) tax exempt status by the Internal Revenue Service. The object of HOSA, Inc. shall be to sponsor the student organization Health Occupations Students of America (HOSA). The primary documents for the organization are: HOSA, Inc., Articles of Incorporation; HOSA, Inc., Bylaws; HOSA Bylaws; Policies and Procedures; NLC Guide; and, National HOSA Handbook.

North Carolina HOSA exists as a state affiliate of the National Organization and is recognized as the official career and technical student organization (CTSO) for Health Science Education students in North Carolina by the NC Department of Public Instruction.

1. MEMBERSHIP

Qualifications for membership in HOSA, Inc., are specified in Article III, HOSA, Inc Bylaws. North Carolina is represented on HOSA, Inc. by the NC Department of Public Instruction Health Science Education Consultant or designee.

2. TERM OF OFFICE

The corporate representative for each active state association shall be designated annually.

3. VACANCIES

The NC HOSA Board of Directors shall be responsible for filling a vacancy of its corporate representative. In the absence of a state directive or conflicting circumstances, the HOSA, Inc., Board of Directors may designate persons as corporate members.

NC-HOSA BOARD OF DIRECTORS

PURPOSE

As specified in Article III of the NC HOSA, Inc. Bylaws, the Board of Directors shall manage all affairs of North Carolina HOSA. The Board is responsible for decisions made regarding operation and growth of the state association, and for regional management of the organization, and is accountable to the North Carolina State Board of Education and Department of Public Instruction.

1. ELECTED MEMBERSHIP

- a. The membership of the Board, as specified in Article IV, Section 1 of NC HOSA, Inc. Bylaws includes the following members with voting rights:
 - i. (2 years) One Regional Advisor representing middle school and secondary divisions in each region.
 - ii. One NCDPI Health Science Education Section Chief or designated staff representative.
 - iii. (2 years) Industry Representatives and Professional members whose total members are no more than 30% of the board members.
 - iv. (2 year) Postsecondary-Collegiate Representative.
- b. The following shall be ex-officio members without vote:
 - i. The Executive Director of North Carolina HOSA.
 - ii. (1 year) North Carolina HOSA President.
 - iii. (1 year) North Carolina HOSA Vice President.
 - iv. (1 year) North Carolina Post-Secondary/Collegiate President.

*Additional board positions are possible if and when the Board Chair, Chair-Elect, and/or Immediate Past Chair do not hold one of the standing board positions.

2. QUALIFICATIONS

The qualifications for seeking elected membership on the Board are:

- a. Confirmation by the NC HOSA Executive Director that a candidate's current status is consistent with the Board position being sought via application process.
- b. Commitment to attend four annual meetings of the NC HOSA Board of Directors. Tentative months are April, July, September, and January. Additional meetings may be called as needed.
- c. Financial support/commitment from local school system to attend Board meetings for the position being sought. If local support is not approved/available, NC HOSA will provide assistance on an as needed basis.

3. ELECTION

- a. The elected members of the NC HOSA Board of Directors shall be elected by the local advisors at the NC HOSA State Leadership Conference.
- b. Elections for local advisor representatives will be held during the HOSA Advisor registration at the annual NC HOSA State Leadership Conference.
- c. Each local advisor will vote for one person from his/her region who has accepted nomination or has self-nominated and completed the application for a board position.
- d. The local advisor receiving the most votes will be declared the winner.
- e. Student members of the Board shall be elected by the voting delegates during the Business Session at the NC HOSA State Conference. Student members include the President, Vice President, and Postsecondary/Collegiate President.
- f. As specified in Article IV of the NC HOSA, Inc. Bylaws, the Board of Directors elects the chair-elect and secretary annually for a one-year term from within their own membership after board elections. The election will occur either at the board training in April or no later than the summer conference meeting in July. Advisors and health industry members are eligible for both positions.

4. QUORUM

Thirty percent (30%) of the voting members of the NC-HOSA Board of Directors shall constitute a quorum, as specified by Article V, Section 4 of the NC HOSA Inc. Bylaws.

5. VOTING

- a. Each voting member of the Board of Directors shall be allowed one (1) vote.
- b. Board members shall cast votes on association matters which are in the best interest of North Carolina HOSA and shall eliminate particular regional/district association views and personal biases.

6. REMOVAL

- a. If any Board member misses two scheduled meetings, recommendation will be made for removal as specified by Article IV, Section 5 of the NC HOSA Inc. Bylaws.
- b. Any Board Member may be removed by a majority vote of the membership, except as otherwise provided by law, as specified by Article IV, Section 4 of the NC HOSA Inc. Bylaws.

7. VACANCIES

A vacancy in the Board of Directors may be filled by 2/3 majority vote after the application process has been completed by interested candidates, as specified by Article VI, Section 3 of the NC HOSA Inc. Bylaws.

8. OFFICER DUTIES

- a. The Chairman shall:
 - i. Serve as the Chief Executive Officer of the NC HOSA Board of Directors with all legal responsibilities assigned to a non-profit corporation.
 - ii. Preside over all meetings of the Board as well as serve in an ex-officio status on all other committees, as specified by Article V, Section 6 of the NC HOSA Inc. Bylaws.
 - iii. Serve as special counsel for the Board as the occasion may require.
 - iv. Represent the association as deemed necessary.
 - v. Build a network among state healthcare companies and associations.
 - vi. Receive communication from and give feedback to the NC HOSA Executive Director.
 - vii. Review financial statements and audit report.
 - viii. Recruit qualified Board members and officers.
- b. The Secretary shall:
 - i. Attend all Board and Executive Committee meetings and record all votes and the proceedings of the meetings as to provide a permanent record of the business.
 - ii. Give notice of all meetings and special meetings of the Board.

9. BOARD REPRESENTATIVE DUTIES

- a. Promote NC HOSA, National HOSA, Health Science Education, NC Department of Public Instruction, and all professional affiliations positively in a true leadership capacity, as specified by Article VI, Section 10.
- b. Review financial statements.
- c. Build a network among healthcare companies and associations, as well as other industries interested in supporting students interested in healthcare.
- d. Each voting board representative is expected to participate in discussion of agenda items and voting to ensure his/her region/district has a voice in all NC HOSA matters.
- e. Each non-voting board representative is expected to participate in discussion of agenda items.
- f. The NC HOSA Board of Directors Representative from each region/district will manage the delegation of region/district responsibilities and will be responsible for all communication between the state office and teachers in their district.
- g. The Board Representatives for each region/district are advised to appoint a Region/District Manager to assist with the following:
 - i. delegation of roles at region/district functions
 - ii. management of region/district functions
 - iii. serve as a proxy for an absent board member at official Board meetings

10. STANDING COMMITTEES

Standing committees exist in addition to the NC HOSA Board of Directors, as specified by Article VIII of the NC HOSA Inc. Bylaws. Standing committees function and perform those duties as set forth in policies and procedures, or at times deemed expedient by the Board of Directors or the Executive Committee.

a. **COMPETITIVE EVENTS COMMITTEE**

- i. The Director of Competitive Events will be appointed by the NC HOSA Executive Director. Members shall be appointed by the Director of Competitive Events and Executive Director. Members of the committee will include the Director, the Co-Director, Lieutenants, and Interns.
- ii. The term of office for the Director and Co-Director of Competitive Events will be 4 years. Terms of office for Lieutenants will be 3 years. Interns are invited by the competitive events committee to serve a one-year term as they are mentored by a lieutenant, and then may be invited back to serve as a lieutenant the following year for a three-year term.
- iii. The Director and Co-Director tenure will be as follows:
 1. Year 1 Co-Director
 2. Year 2 Director
 3. Year 3 Director
 4. Year 4 Co-Director
- iv. The purpose of the first year as Co-Director will be to learn the role of Director. The second year as Co-director (after completing two years as Director) will be to assist and support the new Director.
- v. Charges of the NC-HOSA Competitive Events Program
 1. Implement a program of competitive events to recognize individual and group development in the middle school, secondary, and postsecondary/collegiate divisions, and for members of special populations.
 2. Provide a management plan to efficiently and effectively implement the program.
 3. Appoint Lieutenants, Event Managers, and Section Leaders for each event.
 4. Monitor all awards and special recognition activities and actions to the benefit of HOSA and its supporters.
 5. Seek new avenues of recognition that will contribute in a positive manner to the growth of NC HOSA.

vi. Responsibilities

1. Analyze all recommendations received from all sources.
2. Submit recommendations to the NC HOSA Board of Directors.
3. Keep accurate minutes of all official business and submit minutes to the NC HOSA State Office within ten (10) days.
4. Direct NC HOSA Competitive Event policies.

b. NC HOSA MANAGEMENT TEAM

- i. The NC HOSA Management Team is appointed by the NC HOSA Executive Director and serves to direct specified operations at the NC HOSA State Leadership Conference. Members of the Management Team may include:
 1. Judge Coordinator - Responsible for coordinating judging of competitive events.
 2. Educational Symposiums Director - Coordinates speakers/ presenters for the Educational Symposiums.
 3. Health Career Expo Coordinator - Contacts and coordinates potential exhibitors, and directs the health fair.
 4. State Officer Candidate Manager - Coordinates the selection process for state officer candidates.
 5. Conference Page Director - Assigns and supervisors members of the conference pages.
 6. Headquarters Staff - Assist in conference operations.
 7. Former State Officer Team - Former state officers who are invited back to help with general conference management.
 8. Tabulations Director - Compiles results of Competitive Events and prepares script.
 9. Director of Scholarships - Coordinates scholarship interviews and selection.
 10. State Officer Advisor - Coordinates and supervises the state officers and sessions.
- ii. Others may be appointed to the NC HOSA Management Team with approval from the Chairman of the NC HOSA Board of Directors.
- iii. Members of the Management Team may be compensated for their services, either in the form of a contract or through reimbursement for conference expenses.

11. STATE OFFICE STAFF

a. Executive Director

- i. The Executive Director shall be hired by the NC HOSA Board of Directors as an employee of NC HOSA. A contract will be signed upon acceptance of the position.
- ii. The Executive Director will serve as the Chief Operating Officer of NC HOSA and is responsible for the daily operations of NC HOSA.
- iii. The Executive Director is hired on a consulting basis and must have the ability to plan, organize, and conduct regional/district and state leadership conferences for North Carolina HOSA.
- iv. The Executive Director and/or designee shall serve as an ex-officio member to all committees.
- v. The Executive Director shall serve as the liaison between National HOSA and NC HOSA, as well as the liaison between NC Department of Public Instruction and NC HOSA.

b. State Officer Advisor

- i. Coordinate all work of the state officer/regional representative team.
- ii. Prepare and send information regarding state officer events to the officers and officer advisors at least one month prior to the event requiring state officer attendance. Send any updates to the information as needed.
- iii. Attend functions when necessary involving state officers (such as Washington Leadership Academy, Summer Conference, International Leadership Conference, State Leadership Conference, team meetings, etc.).
- iv. Coordinate with Administrative Assistant and Executive Director to schedule any travel necessary to attend events for self and officer team.
- v. Participate in the review of state officer candidate application process and packet making suggested changes to the Executive Director on an annual basis. The application packet must be posted no later than November each year.
- vi. Review and make recommendations to any speech an officer may need to prepare and deliver. Have examples readily available to share.
- vii. Be available to AV company to answer questions regarding scripts for SLC.
- viii. Review scripts for Chapter JumpStart and regional leadership conferences making any changes prior to practicing with the officer team.
- ix. Submit an annual personal growth plan to the Executive Director. Due by the end of April to make adjustments for the incoming officer team.
- x. Complete a monthly report of all accomplishments/activities.
- xi. Submit reimbursement requests and receipts within 30 days of the event for processing.



Policy & Procedure Manual

National & State Organizational Structure

- xii. A NC HOSA credit card will be provided to use while at events to cover the cost of meals and other approved activities for staff/officers. Receipts for each purchase are required and should be submitted for reconciliation within 30 days of the event.

c. Administrative Assistant

- i. The administrative assistant is employed by the Executive Director under contract with the NC HOSA Board of Directors. A copy of the current contract for any employee of NC HOSA is available upon request by the NC HOSA Board of Directors.
- ii. The administrative assistant will complete duties as assigned by the Executive Director and/or Board of Directors.

12. HEADQUARTERS

- a. The headquarters of North Carolina HOSA will be at the Department of Public Instruction under the supervision of the Director of Career Technical Education.
- b. The executive director may work remotely and travel as needed.