



Policy & Procedure Manual Preface

Preface

The document is one of several publications a North Carolina HOSA leader should have in his/her professional library. Other publications which contain organizational information include the National HOSA Handbook; HOSA, Inc. Bylaws; NC HOSA Bylaws; ILC GUIDE, and NC HOSA Advisor Guide.

The NC HOSA Policies and Procedures Manual was adapted from National documents and provides state leaders with a better understanding of how the organization operates.

The NC HOSA Board of Directors maintains the Bylaws and makes the necessary changes from time to time in the Policies and Procedures Manual. Any suggestions to improve these policies and procedures should be directed to the Chair of the NC HOSA Board of Directors or through the Executive Director.

Approved in 1998 by the following Board members:

Faye Cress, Chairman	1997-98 Board of Directors
Brandy Chappell	NC-HOSA State President
Katrina Gates	NC-HOSA State Vice President
Mitch Shores	National HOSA President
Marion Jones	Northeast Region Advisor
Cheryl Keever	Southwest Region Advisor
LuAnn Brown	Northwest Region Advisor
Jeanette Mintz	Southeast Region Advisor
Gary Hobbs	Administrator, Pasaquotank County
Dr. Susan Butler	Teacher Educator, NC State University
Barbara Taylor	NCHOETA President
Frances Hess	Representing the Western Region

In consultation with:

Nancy Raynor	Section Chief, Biotechnology, Health Care and Career Development
Kim Smith	NC-HOSA State Advisor

Revision History

Rev.	Date	Description of Change	Reviewer
1	1998	Original	Board of Directors 1997-1998 Faye Cress, Chair
2	1999	Updated	Board of Directors 1998-1999 Janette Mintz, Chair Kathy Turner, Associate Director Kim Smith, State Advisor
3	2000	Updated	Kathy Turner, Associate Director Kim Smith, State Advisor
4	2003	Updated	Faye Cress, Associate Director Kathy Turner, State Advisor Judy Roper, BOD Chair
5	2004	Updated	Faye Cress, Associate Director Kathy Turner, State Advisor Sandy Clark, BOD Chair
6	2006	Updated	Faye Cress, State Advisor Kathy Turner, Education Consultant Paula Ford, BOD Chair
6	2007	Updated	Faye Cress, State Advisor Kathy Turner, Education Consultant Lynne Ingle, BOD Chair
7	2008	Updated	Faye Cress, State Advisor Kathy Mackey, BOD Chair
8	2009	Updated	Faye Cress, State Advisor Kathy Mackey, BOD Chair
9	2010	Updated	Faye Cress, State Advisor Present NC HOSA Board Members
10	2018	Revised	Katrina Coggins, Executive Director Lynn Snow, BOD Chair 2018-2019 NC HOSA Board Members