

2024-2025 State Officer Application Information

State Officer Candidate Eligibility

- Secondary and Postsecondary chapters in good standing are permitted to submit an unlimited number of qualified candidates. Candidates for Secondary positions may be current sophomores and juniors. Candidates for Postsecondary positions may be current freshman, sophomores, and juniors in college. If there are no Postsecondary candidates then a current high school senior may be considered.
- Post Secondary/Collegiate and Secondary Candidates must have a minimum 3.0 cumulative GPA / B average on a 4 point unweighted scale. Candidates must also be affiliated, active members of HOSA in good standing (Article IV, Section 4, HOSA Bylaws).
- All candidates must be able to meet and fulfill the State Officer Expectations and Requirements as listed below.
- Candidates must be able to attend the State Leadership Conference (SLC) April 3-6, 2024 including the State Officer Screening on April 3, 2024 at 12:00 noon.
- Candidates must be able to fulfill State Officer obligations which include the following (dates subject to change)
 - State Officer Training either May 3 - 5 or May 17 - 19, 2024 in Raleigh, NC
 - ILC June 23 - 30, 2024 in Houston, TX
 - CTE Summer Conference July 13 - 17, 2024 in Winston Salem, NC
 - WLA September September 26 - 30, 2024 Washington, DC
 - FLCs plan on potentially every weekend in October 2024
 - RLCs plan on potentially every weekend in November 2024 except for Thanksgiving weekend
 - State Officer Retreat January 17 - 20, 2025
 - SLC March 23 - 29, 2025
 - Biweekly Zoom Meetings
 - Other events as assigned

State Officer Expectations and Requirements

- Be committed to HOSA and promote the goals of HOSA and objectives in every way possible.
- Be a paid, affiliated HOSA member.
- Complete the term of office. Accepting this honor as a responsibility to the local program and to North Carolina HOSA.
- Know the duties and functions of an officer and fulfill all responsibilities May 1, 2024-April 30, 2025.
- Accept the role and responsibility as a member of the North Carolina HOSA Executive Council as written in the North Carolina HOSA Bylaws.
- Project a positive and professional image of HOSA at all times.
- Represent the local school, local advisor, program, state officer team, State Officer Coach, Executive Director, North Carolina HOSA and the North Carolina Department of Public Instruction Career and Technical Education Division with the decorum required of such a position.

- North Carolina HOSA State Officers will refrain from using their name or position on any internet sites (Facebook, Twitter, Instagram, Snapchat etc.). North Carolina HOSA does not support or condone the use of its name or logo on any internet sites not sanctioned by the North Carolina Department of Public Instruction Career and Technical Education Division and the North Carolina HOSA Executive Director.
- State Officer social media accounts will be monitored throughout the term of office to ensure professional image is maintained. You will be asked to invite the State Officer Coach and/or Executive Director as a friend on all social media sites. You may be asked to remove posts from your social media accounts during your term if it is felt the posts are not consistent with behavior of a state officer.
- Maintain a professional image and good grooming in order to project a desirable image of the organization.
- Attend all meetings, trainings, and conferences during the term of office and accept responsibilities as requested by the North Carolina HOSA Executive Director and State Officer Coach.
- Avoid places and actions that could raise questions regarding moral character or conduct.
- Use of alcohol, tobacco, vaping, or illegal substances at any school, HOSA, or North Carolina Department of Public Instruction Career and Technical Education Division sponsored event will result in permanent expulsion from the Executive Council.
- Be able to work as a team player, avoiding any display of superiority. Treat all members of the organization equally and without discrimination. Be willing to spend the necessary time and travel during your term of office.
- Refrain from dating a fellow candidate or state officer. This is not allowed. If you are dating someone and also applying, please discuss this with your advisor and Executive Director.
- Resign office immediately if at any time commitments and expectations are not met (includes attendance, professional image, official dress, responsibility, and conduct)
- Follow the Code of Conduct at all events
- Financial Responsibility (per Policy & Procedure, National & State Organization Structure)
 - All state officer travel must be approved by the Executive Director and State Officer Coach
 - Round trip travel, lodging, and meal expenses will be covered for state officers required to attend official NC HOSA board meetings (President, President Elect, PS/C VP)
 - NC HOSA will pay the following fees for all required conferences/trainings:
 - Mileage - one round trip
 - Flight tickets
 - Airport transfers
 - Registration fees
 - Hotel fees
 - Meals
 - State officers are expected to:
 - Pay membership affiliation fees
 - Pay all baggage fees when flying
 - Purchase required official uniform items

- Any current state officer who is unable to afford the fees mentioned above is encouraged to request financial assistance by speaking with the State Officer Coach and/or Executive Director
- Any officer that does not attend a conference for which NC HOSA has paid the associated fees will be expected to repay NC HOSA for all associated expenses
- State officers who go to college out of state will be required to fulfill the duties of their office, regardless of distance, and will be held responsible to pay for travel expenses that exceed the cost that would be expected for travel from their school of election

State Officer Application Instructions

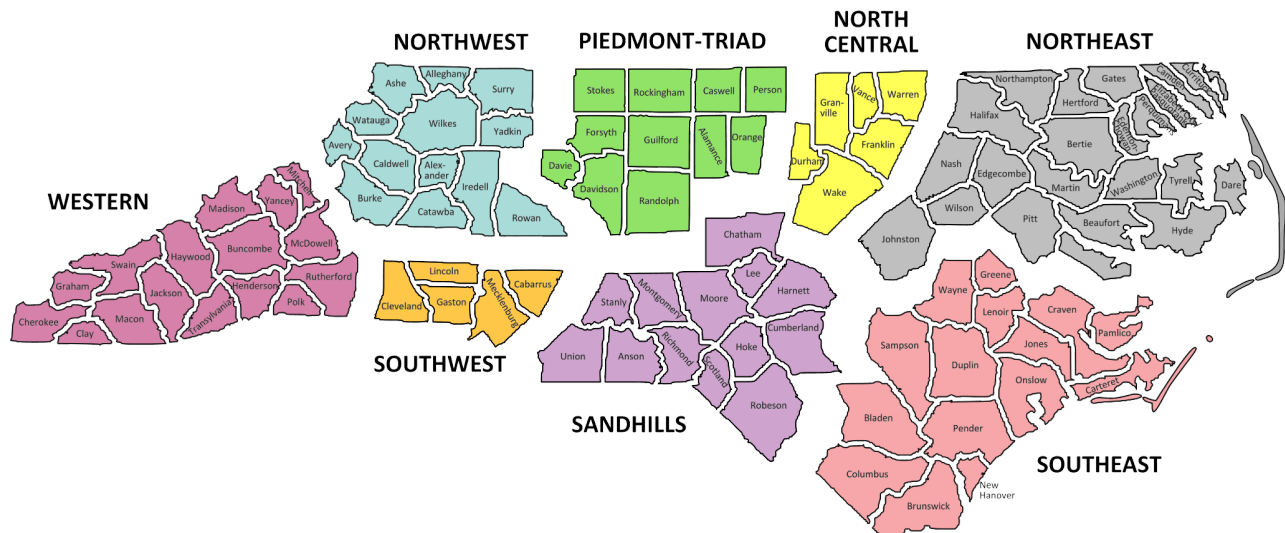
1. Interested students will complete the State Officer Application. The link to the application can be found on the State Leadership Conference (SLC) page of the NC HOSA website. Please note any information entered into the application will not save unless submitted. Students should have all information ready to submit prior to fully completing the application.
2. There are multiple items that are to be uploaded with the application
 - a. Recent, color photograph of yourself in professional attire (JPEG or PNG)
 - b. Current, Complete, Unofficial Transcript (pdf format)
 - c. One Page Resume (pdf format)
 - d. Essay (pdf format)
 - e. Signed (handwritten/not computerized) Nomination Form (pdf format)
 - f. Liability Release (pdf format)
 - g. President Elect Form (if interested, not required, pdf format)
3. All needed forms can be found on the SLC page of the NC HOSA website in the State Officer section.
4. Students are also required to have 3 teachers, one of which is your lead HOSA advisor, submit a teacher recommendation form. The teacher recommendation form and submission link is found in the State Officer section of the SLC page of the NC HOSA website.
5. Applications and teacher recommendation forms are due by Thursday, February 22, 2024 at 11:59 pm. Please do not wait until the last minute as late submissions will not be accepted and there will be no extensions.

State Officer Election Process

1. HOSA members running for a state office, with the exception of the Post Secondary/Collegiate Vice President, will serve as the state officer representing their superregion determined through the selection process.
2. **VERY IMPORTANT:** The region boundaries and super regions will be different for the 2024-2025 school year. State Officer applicants will need to make sure they review the new region map (**see below**) and select the correct region that they will be in for the 2024-2025 school year. Pending the approval of the proposed student bylaw change, the super regions for 2024 - 2025, per the NC HOSA Board of Directors, will be Northwest/Piedmont Triad, North Central/Northeast, Western/Southwest, and Sandhills/Southeast.
3. Each region is encouraged to submit qualified candidates for election as a state officer by the published state conference deadline. Candidates may be high school sophomores, juniors, or seniors who are currently a HOSA member in good standing (paid affiliation with local, state, and international HOSA). There is no limit to the number of candidates that may be submitted from any one chapter.
4. Postsecondary/Collegiate chapters may submit qualified candidates for the position of Postsecondary/Collegiate Vice President. Candidates may be graduating high school seniors or a collegiate student during their term, who are currently a HOSA member in good standing (paid affiliation with local, state, and international HOSA). There is no limit to the number of candidates submitted from any one chapter.
5. A selection committee appointed by the NC HOSA Executive Director will judge applications, transcripts, and all related documents. Selected applicants from each superregion as a whole, regardless of which individual region they are from, will be invited to participate in state officer screening. As a result, all of the top applicants may, in theory, be from the same individual region. Candidates must receive at least a minimum score of 33 out of 59 (transcript, essay, application, resume) in order to be considered to run for a position as a NC HOSA State Officer.
6. The State Officer screening process will include a written examination on HOSA knowledge and parliamentary procedure, a 2-minute prepared oral presentation, and an interview by members of the NC HOSA State Officer Selection Committee.
7. After the oral presentation, interview, and written examination, the two applicants from each superregion with the highest total scores will be announced as slated candidates. Efforts are made to prevent unopposed candidates.
8. During the NC HOSA State Leadership Conference, the two candidates from each superregion with the highest scores will be slated to run against each other for a state officer position. Candidates will be introduced and will present a selected quote during the opening session of the conference. Candidates will give a 2 minute speech during the NC HOSA Annual Business Session to the voting delegates. This will be followed by a fish bowl question. Verbal campaigning is allowed – but NO campaign materials are allowed. Violation of any campaign rules may result in disqualification.
9. Voting delegates will cast their ballots at the Annual Business Session. The new State Officers will be announced and installed during the Awards Session of the State Leadership Conference and will represent their superregion as a state officer on the State Executive Council.
10. The Postsecondary/Collegiate Vice President also serves on the Executive Council. These candidates:

- a. Will follow the same election process.
 - b. May come from any school/institution in the state.
 - c. A candidate should be a current Post secondary/Collegiate member or may be a graduating high school senior who plans to join the Postsecondary/Collegiate Division.
11. After each state officer is elected by popular vote, offices of President-Elect (for those that elected to be considered) and Vice President will be assigned based on the greatest total points earned during the application/election process. The remainder of the State Executive Council will fill the remaining positions as per the recommendations of the North Carolina HOSA Selection Committee.
 12. Possible points are as follows:
 - a. Application and Resume - 35 points
 - b. Transcript - 9 points
 - c. Essay - 15 points
 - d. Written Examination - 50 points
 - e. Oral Presentation - 20 points
 - f. Interview - 30 points
 13. The term of office for NC HOSA State Officers runs from May 1, 2024 through April 30, 2025. The new President Elect will serve two terms, one as President Elect and one as State President.
 14. The State President, President Elect, and Post Secondary/Collegiate Vice President will also serve on the NC HOSA Board of Directors.
 15. State officers who go to school out of state will be required to fulfill the duties of their office, regardless of distance, and will be held responsible to pay for travel expenses that exceed the cost that would be expected for travel from their school of election.
 16. State officers who fail to attend required meetings or fail to adhere to HOSA policy regarding behavior and conference rules will be subject to removal from office (See HOSA Code of Conduct).

2024 - 2025 NC HOSA Regions



2024 NORTH CAROLINA HOSA STATE OFFICER APPLICATION

Required Essay Topic and Format

Topic: What can you contribute to NC HOSA, and what does becoming a North Carolina HOSA State Officer mean to you?

Formatting: The body of the essay should be a *maximum* of one page (300 - 500 words). The entire paper should be in **Arial 12-point font and double spaced on 8.5 x 11 inch paper with 1-inch margins.**

ESSAY SAMPLE RATING SHEET (Total of 15 Possible Points)

	0	1	2	3	4	5
Stylistic Choices and Organization	<ul style="list-style-type: none"> · Does not follow prompt, irrelevant to topic · No effort in writing · Barely makes reference to the task 	<ul style="list-style-type: none"> · Does not meet essay length requirements · Writing errors hinder understanding of message 	<ul style="list-style-type: none"> · Meets essay length, but lacks understanding of message · Simple sentences · Lack of organization through essay 	<ul style="list-style-type: none"> · Meets essay length with mature writing · Basic organization of essay, but does not create a clear message 	<ul style="list-style-type: none"> · Meets essay length with competent writing skills and use of vocabulary · Direction and purpose in organization creates a strong message 	<ul style="list-style-type: none"> · Meets essay length with very focused and persuasive writing skills using advanced vocabulary · Organization and transitions lead to convincing message
Prompt/ Analysis		<ul style="list-style-type: none"> · Unclear argument and organization · Little support for argument 	<ul style="list-style-type: none"> · Simple argument · Support is wordy, repetitious, irrelevant · States argument but does not fully address 	<ul style="list-style-type: none"> · Prompt answered very loosely · No large support for the argument 	<ul style="list-style-type: none"> · Strong understanding of prompt · Developed argument with strong support for argument 	<ul style="list-style-type: none"> · Very thorough analysis of prompt · Convincing support with insightful ideas
Distinguishing Characteristics		<ul style="list-style-type: none"> · Lacks any clear writing ability · Excessive grammar errors · Too brief of an essay 	<ul style="list-style-type: none"> · Has some writing ability, but contains many flaws. · Summarize, describes, and paraphrases instead of analysis 	<ul style="list-style-type: none"> · Answer prompt but without true analysis 	<ul style="list-style-type: none"> · Answers prompt with adequate writing ability · Free from excessive grammar errors 	<ul style="list-style-type: none"> · Essay is clear, precise, and coherent. · Essay contains little to no errors

Required Resume Format

What **MUST** be included on your resume (in any order)

- Your full name, school, state, and current grade level (do not use home address or phone number)
- HOSA Achievements (i.e. Offices held, Awards, Involvement, Competition)
- Number of years active in HOSA
- Other achievements (ie Honors, Awards, Offices/Leadership in other organizations)
- Objective Statement explaining “Why you want to be a HOSA Officer”

Your resume must be no more than one-page long and include the above information but it is not limited to only those topics. It is acceptable but not required to use a photo.

The resume must be in a professional business format (not a campaign flyer format). All resumes must be in compliance with the above guidelines to be considered as an applicant for candidacy.

RESUME SAMPLE RATING SHEET

(Total of 35 Possible Points)

	0	1	2	3	4	5
Spelling and Grammar	Resume not submitted	There are 7 or more spelling or grammatical errors present in resume	There are 5-6 spelling or grammatical errors present in resume	There are 3-4 spelling or grammatical errors present in resume	There are 1-2 minor spelling or grammatical errors present in resume	There are no spelling or grammatical errors present in resume
Length	Resume not submitted or exceeds one page in length	N/A	N/A	N/A	N/A	Resume does not exceed one page
Content	Resume was not submitted	Resume was limited and did not provide enough information	Resume lacks most of the expected components. There were numerous areas that were not addressed and evidence of talent and experience was not presented.	Resume covers expected components but the audience is left with questions regarding the candidate’s abilities and experiences.	Resume was well organized. Clarity and use of action verbs could have improved the resume.	Resume is well organized, uses action verbs for clarity and provides a clear overall picture of the candidate’s talent and experience.
Creativity	Resume was not submitted	No creativity or originality was demonstrated.	Little creativity or originality was used in the resume.	The resume had a fair amount of creativity and originality, but the judges were left with wanting more.	The resume has moderate levels of creativity and originality but is missing the wow-factor.	The resume incorporated creativity and innovation that made it unique and made it stand out.

Transcript

A complete, current (includes fall semester 2023 grades and classes) transcript is required. It should include not only the student's most recent calculated GPA but the records of all classes taken. All pages of a standard transcript from Power School or other school district record keeping software should be submitted. Unofficial transcripts are acceptable.

(Total of 9 Possible Points)

Transcript (Unweighted)	
4.0	9 points
3.9	8 points
3.8	7 points
3.7	6 points
3.6	5 points
3.5	4 points
3.4	3 points
3.2 - 3.3	2 points
3.0 - 3.1	1 point

Oral Presentation Topic and Format

Topic: How have you developed as a student, leader, and future health professional as a result of your involvement in HOSA?

Formatting: Candidates that advance to the onsite screening will give an oral presentation. Candidates may use notecards in order to deliver the oral presentation to a panel of judges. The use of props or visuals is not permitted. Candidates will be allowed a maximum of 2 minutes to deliver this speech. Candidates will be informed when they have 15 seconds remaining through the use of a notecard and stopped at the conclusion of 2 minutes.

ORAL PRESENTATION SAMPLE RATING SHEET

(Total of 20 points possible)

	1	2	3	4	5
Coverage of Topic	Did not include much in the way of content or a topic.	Briefly mentions a topic but does not provide any analysis or reasoning behind the topic.	Mentions topic and briefly explains its significance.	Mentions topic and its significance. Uses the topic as a path for the speech. Student offers explanations and insights that link back to the topic.	Demonstrates command of the topic throughout the speech. Discusses the topic and its significance. Uses the topic as a path for the speech. Student offers explanations and insights that enhance the understanding of the topic.
Impact	No attempt was made to focus the audience on the message through emotional appeals. Fails to appeal to audience emotions. No attempt to use vivid or descriptive language to capture audience emotions	Few attempts were made to connect to emotional appeals, the speech is dry and lacks emotion to support the message.	While much of the speech was emotionless and a bit dry there were a few moments in which the author succeeded in engaging the audience emotionally.	Appeals to audience emotions (anger, fear, compassion, humor etc.) to achieve the goal. Creates some effective imagery through language.	Effectively appeals to audience emotions (anger, fear, compassion, humor etc.) to deliver the message of the speech. Vivid and emotive language effectively used to create imagery to engage audience emotionally.
Cohesion of Body of Speech	The speech was not organized, and audience was not able to follow the message.	The candidate was difficult to follow due to a lack of organization and rambling. Some cohesion was demonstrated in the delivery.	The candidate attempted to use an organizational pattern, but it was not always effective. Candidate rambled at times and/or did not stay on topic.	The candidate used a logical order to deliver the message but may have minor lapses in organization. Transitions were appropriate to speech but were not as helpful to audience understanding.	Logical, coherent organization helped convey the candidate's message clearly. It was easy to follow and understand. Transitions were appropriate to speech and helped the audience follow along.

<p>Stage Presence</p>	<p>No attempt was made to use body movement or gestures to enhance the message. No interest or enthusiasm for the topic came through in the presentation.</p>	<p>The candidate's posture, body language, and facial expressions indicated a lack of enthusiasm for the topic. Movements were distracting.</p>	<p>Stiff or unnatural use of nonverbal behaviors. Body language reflects some discomfort interacting with the audience. Limited use of gestures to reinforce verbal messages. Facial expressions and body language are used to try to generate enthusiasm but seem somewhat forced.</p>	<p>The candidate maintained adequate posture and non-distracting movement during the speech. Some gestures were used. Facial expressions and body language sometimes generated an interest and enthusiasm for the topic.</p>	<p>Movements and gestures were purposeful and enhanced the delivery of the speech and did not distract. Body language reflects comfort interacting with the audience. Facial expressions and body language consistently generated a strong interest and enthusiasm for the topic.</p>
------------------------------	---	---	---	--	---

Interview

Candidates that advance to the onsite screening will be interviewed by a panel of judges

INTERVIEW SAMPLE RATING SHEET

(Total of 30 Points Possible)

	1	2	3	4	5
Introduction/First Impression	Poor first impression. Candidate did not shake hands or try to engage with the judge	Average greeting did not shake hands with the judge, the conversation was not engaging or there was no conversation.	Greeting is appropriate, but didn't shake hands or didn't shake hands correctly, conversation is appropriate.	Greeting is good, handshake was appropriate but didn't stand out amongst competition.	Greeting is excellent, shook hands and engaged professionally with the judge upon arrival. Great first impression!
Content of Answers	Most questions were answered inappropriately and didn't elaborate on answers.	Some questions were answered thoughtfully using professional language. The interview was underwhelming.	Does not provide a clear picture of their strengths. Some questions were answered thoughtfully using professional language. The interview was underwhelming.	Most questions were answered honestly and thoughtfully using professional language and tone.	The candidate gave their answers with ease and conviction. The responses left the judges excited to know more about the experiences, strengths and skill sets of the candidate.
Confidence, Maturity, Enthusiasm	The candidate's nerves got the best of them. They were not able to showcase themselves in the interview.	The candidate appeared to be nervous and anxious about the interview. It was evident they were excited to be here; they just need more practice with interviews	The candidate exhibited some level of confidence in their interviewing ability but seemed a little nervous.	The candidate was confident but not convincing. They were excited for the possible position/opportunity but needed a little more polish	Candidate exhibited confidence throughout their interview. Genuine excitement for the possible position/opportunity and conducted themselves with maturity.

<p>Knowledge of Position</p>	<p>Candidate lacks preparedness of research and struggled</p>	<p>Candidate wasn't aware of the position they were applying for. They were unable to answer questions asked by the judges.</p>	<p>Candidate somewhat prepared with research. Answered some of the questions from the judges. Some confidence</p>	<p>The candidate was mostly knowledgeable of the skills related to the position. They had researched and were able to answer most questions.</p>	<p>Candidate was knowledgeable about the position / opportunity and related skills to the job, prepared and practiced interview questions and was prepared with research. They answered all questions put forth by judges by showing confidence and understanding.</p>
<p>Diction</p>	<p>Candidate mumbles, speaks softly, and is hard to hear. Judge is unable to hear or understand all or part of the responses to the interview questions</p>	<p>The candidate mumbles some of the time and speaks at a low volume. The judges must ask the candidate to repeat themselves.</p>	<p>The candidate speaks clearly, minimal instances when they mumble or do not enunciate their words.</p>	<p>The candidate enunciates most words clearly and is easily understood.</p>	<p>The candidate speaks clearly, enunciates words. Clear, crisp speech which is easy to hear and understand.</p>
<p>Eye contact, poise, posture</p>	<p>The candidate does not make eye contact with the judges. They slouch during the interview</p>	<p>The candidate makes limited eye contact and does not display good</p>	<p>The candidate displays some eye contact but looks down or to the side of the judges.</p>	<p>The candidate makes eye contact most of the time, sits up straight and conducts themselves with confidence.</p>	<p>The candidate displays comfortable eye contact, displays confidence in their demeanor; sits up straight throughout the interview.</p>