

## Regional Officer Application Process 2024-2025

1. Each school is encouraged to submit a maximum of three (3) qualified candidates for election as a Regional Officer. Regional Officer candidates must be affiliated members of HOSA for the current year and be registered to attend the Regional Leadership Conference in their region. Students in the 9<sup>th</sup> – 12<sup>th</sup> grade during the 2024-2025 school year are eligible to apply.
2. The Regional Officer Application will be available on the Regional Leadership Conference Page of the NC HOSA website and is due no later than October 2, 2024. No late applications will be accepted. **DO NOT** wait until the last minute, there are NO exceptions, so plan ahead for power outages, school closings, computer problems, etc.
3. A President, Vice President, Secretary, and Treasurer will be elected for each region (subject to change, based on number of applicants).
4. Each applicant will need to have their lead HOSA advisor and 2 additional teachers (who are not an advisor) complete the teacher recommendation form and submit it by October 2, 2024. A link to the form can be found on the Regional Leadership Conference page of the NC HOSA website in the Regional Officer Application section. ***It is the student's responsibility to ensure that all teacher recommendations are submitted on time.***
5. Applicants need to be prepared to upload the following items when completing the application. Pay close attention to the type of file that should be submitted. Please note that the application must be completed in one setting so please have all information ready at that time. It will not save what you entered.
  - A recent color photo of the candidate (.jpeg or .png format)
  - A current, one-page resume in **PDF format** that highlights your HOSA achievements
  - Student's **current** transcript (freshman may use their most recent report card if a transcript is not available) in PDF format. Unofficial transcripts are acceptable.
  - A one-page essay with the prompt "What do you want to pursue in your future and how will being a North Carolina HOSA Regional Officer help you achieve your goals?" The essay should be in Calibri or Times New Roman, 12 point font, double spaced and submitted as a PDF document.
  - A completed nomination form (found in the regional officer application information document) with all handwritten signatures complete (no electronic signatures).
6. A selection committee will judge applications, essays, resumes, and transcripts. Only those students who, based on their service to HOSA, demonstrated leadership ability, scholastic achievement, and are determined to be qualified to hold a Regional Officer position by the selection committee, will be slated for a Regional Officer position. The HOSA members' office preference will be noted; however, the committee may choose to slate any candidate for any office as needed. The slate of candidates for each region will be announced via the NC HOSA website by October 16, 2024.



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7. Slated candidates will need to prepare a 3-minute campaign speech. Speeches will be presented to all conference delegates at the Regional Leadership Conference. Candidates will be given a signal when 1 minute remains.
8. Each chapter is allotted 3 voting delegates. The voting delegates will cast their ballots following the presentation of the candidates' campaign speeches at the Regional Leadership Conference.
9. Regional Officers will be announced and installed at the end of the awards ceremony of the Regional Leadership Conference. They will serve their Region as directed by the Region's Board Representative, State Officer, NC HOSA State Officer Coach, and the NC HOSA Executive Director. In the event the Region President cannot fulfill his/her duties, the Region Vice President may be asked to assume those duties.
10. The elected Regional Officers will need to attend the State Leadership Conference
11. The following choices of Region Offices will be offered:

President	Secretary
Vice President	Treasurer

## NC HOSA REGIONAL OFFICER CANDIDATE CAMPAIGN RULES

1. Campaign speeches cannot exceed three minutes.
2. Campaign materials are not allowed. Candidates cannot give out items to delegates at the conference nor "advertise" on social media. Candidates cannot use signs, objects, etc during their speech.



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## NC HOSA REGIONAL OFFICER NOMINATION FORM

Serving as a NC HOSA REGIONAL OFFICER demands a year-long commitment to the organization. Therefore, it is vital that all members who aspire to become NC HOSA REGIONAL OFFICERS are highly qualified, able and willing to assume the responsibilities required.

Read carefully and study the statement below before submitting this form. After discussing the responsibilities of a NC HOSA REGIONAL OFFICER with parent/guardians and the local chapter advisor, the candidate should submit the application via the link on the Regional Leadership Conference page of the NC HOSA website along with other requested materials.

### CANDIDATE'S STATEMENT

If elected a NC HOSA REGIONAL OFFICER, I will dedicate my year to serving the organization. I will serve my entire term of office, will promote the goals and objectives of HOSA, will complete all assignments, and will project a desirable image of HOSA at all times. I will abide by the Policies and Procedures of NC HOSA and have read and will abide by the NC HOSA Regional Officer Candidate Campaign rules. I also understand that I am to attend the State Leadership Conference and assist with conference needs.

Candidate's Signature \_\_\_\_\_

### LOCAL ADVISOR'S STATEMENT

It is my belief that this candidate will fulfill the responsibilities of a NC HOSA REGIONAL OFFICER, and I highly recommend this student for elective office. This student is an affiliated member of HOSA for the current year.

Signature of Local Advisor \_\_\_\_\_

### PARENT/GUARDIAN'S STATEMENT OF SUPPORT

I approve of my son/daughter applying for a NC HOSA Regional office and if elected, I agree that he/she will be able to spend the time and have the transportation necessary to carry out the duties of the office.

Signature of Parent or Guardian \_\_\_\_\_

Essay Sample Rating Sheet

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

## Resume and Transcript Sample Rating Sheets

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

- Your full name, school, state, and current grade level
- HOSA Achievements: i.e Offices held, Awards, Involvement
- Number of years active in HOSA
- Other Achievements: i.e. Honors, Awards, Offices/Leadership in other Organizations

Your resume must be only one page long and include the above information but is not limited to only those topics. The resume must be in a professional business format.

	0	1	2	3	4	5
<b>Spelling and Grammar</b>	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
<b>Length</b>	Resume not submitted or exceeds one page in length	N/A	N/A	N/A	N/A	Resume does not exceed one page
<b>Content</b>	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.
<b>Creativity</b>	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 spring and summer 2024 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