

Team 49

2025-2026 North Carolina
HOSA State Officer Application
Information Booklet

### Are you passionate about leadership, service, and making a difference in your school and community?

Serving as a State Officer offers a unique opportunity to inspire your peers, develop valuable skills, and contribute to meaningful change. As a North Carolina State Officer, you will play a key role in shaping the direction of our organization, leading initiatives, and representing the voices of students across the state. If you are dedicated, driven, and committed to positively impacting others, we encourage you to apply and take the first step in becoming a leader who truly makes a difference. We look forward to your application! Please review the application information in its entirety BEFORE starting your application. If you have any questions, please reach out to the State Officer Coach, Janique Goodwater, at Janique.Goodwater@NCHosa.org.





Jennifer Epperson Janique Goodwater **Exective Director State Oficer Coach** 

### **State Officer Candidate Eligibility Guidelines**

- 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 in high school . Candidates for Postsecondary/Collegiate positions may be current high school seniors, or freshman, sophomores, and juniors in college.
- 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).



### **State Officer Expectations and Requirements**

All candidates must be able to meet and fulfill the North Carolina HOSA State Officer Expectations and Requirements as listed below.

### **Key Dates:**

Candidates must be able to attend the State Leadership Conference March 26th-29th, 2025 including the <u>State Officer Screening on March 26th, 2025 at 12:00 noon.</u>
Candidates will receive an invitation to this screening where they will **test, interview, and give their oral presentation** to a panel of judges before being slated to later campaign to the North Carolina HOSA student body for State Executive Council.

### **Post Election:**

Candidates must be able to fulfill State Officer obligations which include the following

(Dates subject to change)

- State Officer Training May 16th 18th, 2025 in Raleigh, NC
- International Leadership Conference June 15th 22nd, 2025 in Nashville, TN (cannot compete - serve as NC Voting Delegates)
- CTE Summer Conference July 13th 18th, 2025 in Winston Salem, NC (Exact dates to be confirmed)
- Washington Leadership Academy September 18th 22nd, 2025 in Washington, DC
- Regional Leadership Conferences Throughout the weekends of November 2025 and possibly a few weekdays
- State Officer Retreat January 17th 19th 2026 NC (Exact location to be confirmed)
- State Leadership Conference March 22nd 28th, 2026 in Greensboro, NC
- Weekly Zoom Meetings on Sunday evenings at 7:00 pm
- Other events as assigned (Secondary/Post SecondaryChapter visits, Board meetings, etc)



## North Carolina HOSA State Officer Responsibilities

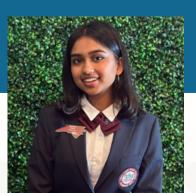
### **General:**

- 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.
- Commit to the time involved knowing there are responsibilities outside of meetings such as social media posts, etc.
- Know the duties and functions of an officer and fulfill all responsibilities May 1, 2025-April 30, 2026.
- Accept the role and responsibility as a member of the North Carolina HOSA Executive Council as written in the North Carolina HOSA Bylaws and Policy & Procedures.
- Project a positive and professional image of HOSA at all times.
- Represent the local school, local advisor, local chapter, State Officer team,
   State Officer Coach, Executive Director, North Carolina HOSA, NC HOSA Board of Directors, and the North Carolina Department of Public Instruction Career and Technical Education Division with the decorum required of such a position.

### **Digital:**

- 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.







## North Carolina HOSA State Officer Responsibilities (Cont.)

### Social:

- 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. <u>This is not allowed.</u> 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).

North Carolina HOSA will pay the following fees for all required Conferences and trainings:

- Mileage one round trip
- Flight tickets
- Airport transfers
- Registration
- Hotel and lodging
- Meals

#### State Officers are expected to pay the fees for:

- Official uniform items including:
  - HOSA Suit
  - Ascot/tie
  - Khakis
  - Shoes
- Membership affiliation
- Baggage fees when flying
- Snacks and other needs for traveling



Any current State Officer who is unable to afford the aforementioned items above is encouraged to request financial assistance by speaking with the State Officer Coach and/or Executive Director.

Any State 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.



Jean 49

# 2025-2026 North Carolina HOSA State Officer Application

### **State Officer Election Process**



### **Background**

NC HOSA members running for State Office, with the exception of the Post Secondary/Collegiate Vice President, will serve as the State Officer representing their Super Region determined through the selection process.

State Officer applicants will need to make sure they review the region map (see next page) and select the correct region that they will be in for the 2025-2026 school year. The Super Regions for 2025 - 2026 will be Northwest/Piedmont Triad, North Central/Northeast, Western/Southwest, and Sandhills/Southeast.

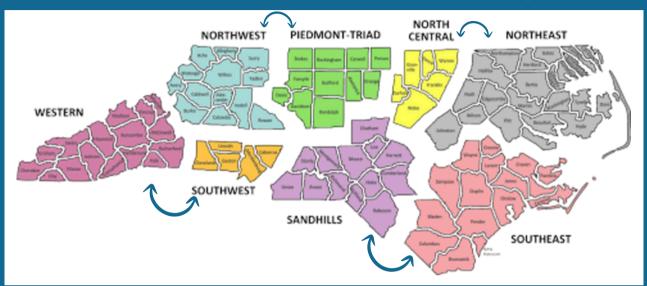
Each region is encouraged to submit qualified candidates for election as a State Officer by the published state conference deadline. Candidates may be high school sophomores, juniors, or seniors who are currently a HOSA member in good standing (paid affiliation with local, state, and international HOSA). There is no limit to the number of candidates that may be submitted from any one chapter. If a candidate knowingly attends school outside of their selected Super Region post-election they may forfeit their position.

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.

The term of office for NC HOSA State Officers runs from May 1, 2025 through April 30, 2026. The new President-Elect will serve two terms, one as President-Elect and one as State President. The State President, President-Elect, and Post Secondary/Collegiate Vice President will also serve on the NC HOSA Board of Directors. State Officers who attend 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 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).

## State Officer Election Process (cont.)

### 2025 - 2026 North Carolina HOSA Super Regions



### **Selection Committee**

A selection committee appointed by the NC HOSA Executive Director will judge applications, transcripts, and all related documents. Selected applicants from each Super Region 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 27 out of 50 (transcript, essay, application, resume) in order to be considered to run for a position as a NC HOSA State Officer.

### **Screening Process**

The Screening Process occurs on the first day of the State Leadership Conference. It 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.

After the oral presentation, interview, and written examination, the two applicants from each Super Region with the highest total scores will be announced as slated candidates.

Efforts are made to prevent unopposed candidates.

### **Business and Awards Sessions**

During the North Carolina 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 to chapter members and will present a selected quote during the Opening Session.

Candidates also will give a *maximum* 2 minute speech during the NC HOSA Annual Business Session to the voting delegates. This will be followed by a fish bowl question. Voting delegates will then cast their ballots for their favored candidate.

During the State Leadership Conference, ONLY Verbal campaigning is allowed. NO campaign materials are allowed, <u>digital or physical</u>. Violation of any campaign rules may result in disqualification.

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.





### **Good to Know**

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/screening/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.

### **Scoring and Application Submission**

### Instructions

Interested students will complete the State Officer Application on Formstack. The link to the application can be found on the State Leadership Conference (SLC) page of the North Carolina 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.

**SUBMISSION DEADLINE IS FEBRUARY 7TH 2025** 

### Total points per section are as follows:

Pre-screening Events	Total Points
Application	6
Resume	20
Transcript	9
Essay	15
Total Possible Pre screening Points	50

Candidate Screening Events	Total Points
Written Examination	50
Oral Presentation	15
Interview	30
Total Candidate Screening Points	95

Note: Candidates must receive at least a minimum score of 27 out of 50 points (pre-screening events) in order to be considered to run for a position as a NC HOSA State Officer. The top 5 candidates from each Super Region will advance to Candidate Screening Events on site during State Leadership Conference.

## Items to Upload for 2025-2026 North Carolina HOSA State Officer Application

### Required items for Application upload:

Recent, color photograph of yourself in professional attire (JPEG or PN	G)
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- Signed (handwritten/not computerized) Nomination Form (pdf format)
- Liability Release (pdf format)
- Essay (pdf format)
- One page resume (pdf format)
- Current, complete, unofficial transcript (pdf format)
- Recommendations (3)



### **Optional** items for upload:

President Elect Form (if interested, not required, pdf format)

All needed forms can be found on the SLC page of the NC HOSA website in the State Officer section.

### Recommendations (3 required)

Students are required to have 3 teachers (one being the 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 on the NC HOSA website.

Applications and teacher recommendation forms are due by Friday, February 7, 2025 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.

### **Prescreening Items**

#### Resume

Your resume must be no more than one-page long and include the below 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 below guidelines to be considered as an applicant for candidacy. **Do not include a home address or phone number on your submitted resume.** 

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

- Objective Statement explaining "Why you want to be a HOSA Officer"
- Your full name
- School
- State
- Current grade level
- 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)

### Sample resume rubric on following page.



### Sample Resume Rubric (20 points max)

	5	4	3	2	1
Length	Does not     exceed one     page	-	-	-	Exceeds one page (WILL NOT RECEIVE POINT)
Spelling and Grammar	There are no spelling or grammatical errors present in resume	There are 1- 2 minor spelling or grammatical errors present in resume that will be easy to fix and make the text more appealing	There are 3- 4 spelling or grammatical errors present in resume	There are 5- 6 spelling or grammatical errors present in resume	There are 7 or more spelling or grammatical errors present in resume
Creativity	<ul> <li>The resume incorporated creativity and innovation</li> <li>It is unique and stands out.</li> </ul>	<ul> <li>The resume has moderate levels of creativity and originality</li> <li>Missing the wow factor.</li> </ul>	The resume had a fair amount of creativity and originality Judges were left wanting more.	Little creativity or originality was used in the resume.	No creativity or originality was demonstrated
Content	<ul> <li>The resume is well organized</li> <li>uses action verbs for clarity</li> <li>provides a clear overall picture of the competitor's talent and experience.</li> </ul>	<ul> <li>Resume was well organized.</li> <li>Clarity and use of action verbs could have improved the resume.</li> </ul>	The resume covers expected components The audience is left with questions regarding the competitor's abilities and experiences	<ul> <li>The resume lacks most of the expected components.</li> <li>Numerous areas were not addressed.</li> <li>Evidence of talent and experience was not presented</li> </ul>	Resume was limited and did not provide judges with needed information

### **Transcript**

A complete, current (includes fall semester 2024 grades and classes) transcript is required. It should include not only the student's most recent calculated *unweighted* 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.

### **Transcript Sample Rubric (9 points max)**

Total Points Possible	GPA (Unweighted)
9	4.0
8	3.9
7	3.8
6	3.7
5	3.6
4	3.5
3	3.4
2	3.2 - 3.3
1	3.0 - 3.1



### **Essay Topic**

Topic: How can you engage North Carolina HOSA to become "Powered by People", the International HOSA-FHP theme of the year?

**Formatting:** The body of the essay should be a maximum of one page (approx. 300 - 500 words). The essay should be in Arial 12-point font and double spaced on  $8.5 \times 11$  inch paper with 1-inch margins. **Please note:** Artificial intelligence should not be used in the writing and preparation of your essay.







2024

### Essay rubric (15 points max)

	5	4	2	1
Style The voice and tone of the author. The arrangement of the essay	<ul> <li>Illustrative and mature vocabulary</li> <li>Varied sentence structure to break up text</li> <li>Appropriate and consistent tone and voice for theme and audience throughout essay</li> </ul>	<ul> <li>Some illustrative advanced vocabulary</li> <li>Varied sentence structure to break up text.</li> <li>Appropriate and consistent tone and voice for theme and audience. May lack but support strong essay overall</li> </ul>	<ul> <li>Lacks mature writing</li> <li>Run on sentences.</li> </ul>	<ul><li> Unclear</li><li> Simple</li><li> Repetitious</li><li> Blatant use of Ai</li></ul>
Focus The point of the piece. The "why"	<ul> <li>Author discusses both topics indepth in essay.</li> <li>Is able to give engaging evidence to topic and control the narrative of the essay.</li> <li>Convincing message.</li> </ul>	<ul> <li>Author discusses both topics in an essay.</li> <li>Awareness and evidence of a point.</li> <li>Insightful ideas</li> </ul>	<ul> <li>Author makes minimal discussion topics.</li> <li>Slight evidence of point.</li> <li>Makes reference to the task.</li> </ul>	<ul> <li>Author has no apparent topic.</li> <li>May support an irrelevant argument.</li> </ul>
Organization and Grammar Can we understand? Spelling, sentence formation etc.	<ul> <li>Author uses correct formatting outlined in the application.</li> <li>Essay is clear, precise, and coherent.</li> <li>No to minimal grammatical errors, does not take away from essay flow as a whole</li> </ul>	<ul> <li>Author uses correct formatting outlined in the application.</li> <li>Minimal to Few grammatical errors.</li> <li>Organization and transition create nice flow for reader</li> </ul>	<ul> <li>Author does not correct formatting outlined in the application.</li> <li>Slight grammatical errors.</li> <li>Organization hinders flow and understanding of essay</li> </ul>	<ul> <li>Author does not use correct formatting outlined in the application.</li> <li>Many grammatical errors cause complete flow disruption for the reader</li> </ul>

### State Leadership Conference Candidate Screening

### **Written Examination**

Candidates that are invited to advance to the onsite screening will take a proctored written exam. The exam will be multiple choice, covering the following topics: HOSA History, North Carolina HOSA History, HOSA International Service Project, International HOSA Executive Council, North Carolina HOSA Executive Council, and Parliamentary Procedure. The entirety of the 50 points earned from the exam will factor into the overall score of the candidate. All questions will be scored. Candidates must leave all personal belongings and materials in designated areas while testing to ensure a fair testing environment.

Helpful links to explore

International HOSA: https://hosa.org/history/

North Carolina HOSA: https://nchosa.org/nc-hosa-history/

### **Oral Presentation**

Candidates that are invited to 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.

Please note: If slated, candidates will deliver a quote during the Opening Session and a campaign speech during the Business Session that is dedicated to Voting Delegates.

Topic for Oral Presentation: As a result of your involvement in North Carolina HOSA, how have you developed as a student, leader, and Future Health Professional?

Oral Presentation Sample Rubric on next page

## Oral Presentation Sample Rubric (15 points max)

	Coverage of Topic - What is the presentation about?	Cohesion of Speech - How did the presentation flow?	Stage Presence - How was the speaker's presence?
5	<ul> <li>Demonstrates command of the topic throughout the speech</li> <li>Speaker offers explanations and insights that enhance the understanding of the topic.</li> </ul>	<ul> <li>Uses the topic as a path for the speech.</li> <li>Logical, coherent organization helped convey the candidate's message clearly.</li> <li>It was easy to follow and understand.</li> <li>Used transitions to deliver speech to keep audience engaged</li> </ul>	<ul> <li>Effectively appeals to audience emotions (anger, fear, compassion, humor etc.) to deliver a successful message.</li> <li>Movements and gestures were purposeful and enhanced the delivery of the speech and did not distract.</li> <li>Body language reflects comfort interacting with the audience.</li> </ul>
4	<ul> <li>Discusses the topic and its significance.</li> <li>Fully Analyzes</li> </ul>	<ul> <li>Used logical, coherent order to deliver presentation but may have lapsed in delivery at times</li> <li>Used transitions to deliver speech but may not always land with audience</li> </ul>	<ul> <li>Speaker uses expressive and inviting facial and body gestures with audiences</li> <li>Speaker maintains non-distracting movements during the presentation.</li> <li>Shows enthusiasm for subject matter</li> </ul>
3	<ul><li> Mentions topic</li><li> Does brief analyzing</li></ul>	<ul> <li>Slight cohesion</li> <li>Attempted organization but fails in some areas</li> <li>Rambled at times</li> </ul>	Speaker uses expressive and inviting facial and body gestures with audiences in some instances     Stiff or unnatural movements shown sometimes     Speaker seems uncomfortable presenting to audience at moments
2	Briefly mentions topic     Does not analyze	Difficult to follow due to lack of organization     Rambles through out presentation	<ul> <li>Body language indicate lack of enthusiasm for topic</li> <li>OR Distracting to audience for subject matter</li> </ul>
1	Did not include much in the way of content or a topic.	<ul> <li>The speech was not organized.</li> <li>The audience was not able to follow the message.</li> </ul>	<ul> <li>No attempt to use vivid or descriptive language to capture audience emotions</li> <li>No attempt was made to use body movement or gestures to enhance the message.</li> <li>No interest or enthusiasm for the topic came through in the presentation.</li> <li>OR body movements were entirely too distracting to focus on presentation given</li> </ul>

### **Interview**

Candidates that advance to the onsite screening will be interviewed by a panel of judges. Please review the below rubric the judges will use for guidance on candidate interviews.

### <u>Interview Sample Rubric(30 points max)</u>

	5	4	3	2	1
Introduction/ First Impression	<ul> <li>Greeting is excellent shook hands and/OR engaged professionally with the judges upon arrival.</li> <li>Great first impression.</li> </ul>	Good greeting     but did not     stand out     among others	<ul><li>Appropriate greeting</li><li>Appropriate conversation</li></ul>	<ul><li>Average greeting</li><li>Conversation not engaging</li></ul>	<ul> <li>Poor first impression.</li> <li>Candidate did not shake hands OR try to engage with the judges.</li> </ul>
Eye contact, poise, posture	<ul> <li>The candidate displays comfortable eye contact.</li> <li>The candidate displays confidence in their demeanor</li> <li>Sits up straight throughout the interview.</li> </ul>	<ul> <li>The candidate displays eye contact most of the time</li> <li>The candidate sits up and displays confidence</li> </ul>	<ul> <li>The candidate displays some eye contact</li> <li>Looks down periodically or to the side of the judges</li> </ul>	The candidate displays limited eye contact Limited eye contact and may slouch	<ul> <li>The candidate does not make eye contact with the judges.</li> <li>They Slouch during the interview</li> </ul>
Context of Answers	<ul> <li>The candidate gave their answers with ease and conviction.</li> <li>The responses left the judges excited to know more about the experiences, strengths and skill sets of the candidate.</li> </ul>	<ul> <li>Answered honestly and thoughtfully</li> <li>Used professional language and tone</li> </ul>	Some answers     were in a     professional     tone used     professional     language	Few questions     were answered     professionally     Most lacked     correct tone     and language	<ul> <li>Most questions were answered inappropriately</li> <li>Didn't elaborate on answers.</li> </ul>

### Continued on next page.

### Interview Sample Rubric(30 points max)

	5	4	3	2	1
Diction	<ul> <li>The candidate speaks clearly, enunciates words.</li> <li>Clear, crisp speech which is easy to hear and understand</li> </ul>	Candidate     enunciates and     is easily     understood	Candidate     speaks clearly,     minimal     instances     where they     mumble or     where words     are not     understood	<ul> <li>Candidate mumbles</li> <li>Speaks at low volume</li> <li>Judges ask candidate to repeat themselves</li> </ul>	<ul> <li>Candidate mumbles, speaks softly, and is hard to hear.</li> <li>Judge is unable to hear or understand all or part of the responses to the interview questions</li> </ul>
Preparation	Candidate was prepared and knowledgeable about the position/opport unity.	Candidate took     minimal     pauses to     answer     questions	Candidate took long pauses but answered some questions given Interview was underwhelming	Candidate said they "did not know" with no follow up and lacked preparedness; was able to answer some questions given	Candidate     lacks     preparedness
Confidence, Maturity, Enthusiasm	<ul> <li>Candidate         exhibited         confidence         throughout         their interview.</li> <li>Genuine         excitement for         the possible         position/opport         unity</li> <li>Conducted         themselves         with maturity.</li> </ul>	Candidate was very confident but not truly convincing Very excited for the position but could use final polishing	Candidate showed some level of confidence Also seemed slightly nervous	<ul> <li>Candidate         appeared to be         nervous and         anxious but         excited to be         interviewing</li> <li>Candidate may         need more         practice</li> </ul>	<ul> <li>The candidate's nerves got the best of them.</li> <li>They were not able to showcase themselves in the interview.</li> </ul>



Thank you for taking the time to review the 2025 - 2026 application and apply for North Carolina HOSA State Office. We NEED Chapter Members like YOU to continue to grow and nurture our organization to be Powered By People!