



# Policy & Procedure Manual International & State Organizational Structure

## INTERNATIONAL AND STATE ORGANIZATIONAL STRUCTURE

### INTERNATIONAL 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, HOSA - Future Health Professionals (HOSA -Future Health Professionals was formerly the Health Occupations Students of America). The primary documents for the organization are: Articles of Incorporation, HOSA Inc. Bylaws, HOSA Bylaws, Policies and Procedures Manual, ILC Guide, and HOSA Handbook - Section A, B, and C.

North Carolina HOSA exists as a state affiliate of the International 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. MEMBERSHIP

a. The membership of the NC HOSA Board of Directors is specified in Article IV, Section 1 of the NC HOSA Inc. Bylaws.

### 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 and serve on committees as assigned.
- c. Financial support/commitment from their 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. Regional Board Representatives
  - i. The Regional Board Representatives shall be elected by the local advisors at the NC HOSA State Leadership Conference.
  - ii. 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.
  - iii. The local advisor receiving the most votes will be declared the winner.

b. Other members

i. Elections of alumni and industry representatives will be voted on by the NC HOSA Board of Directors.

c. Process

i. All completed and time-stamped applications will be submitted to the NC HOSA Executive Director or designee and the NC Board of Directors Chairman, Immediate Past Chairman and Chairman-Elect.

ii. 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 at the last meeting of the fiscal year.

## 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. Board members shall cast votes on association matters which are in the best interest of North Carolina HOSA.

## 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 Corporation 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 as well as include immediate past chairman and chairman-elect.
  - vii. Review financial statements and audit reports.
  - viii. Recruit qualified Board members and officers.
  - ix. Coordinate the development of a strategic plan for the board of directors that includes broad goals that includes: measurable objectives, programs, and target completion dates. The strategic plan should be aligned with NC HOSA and International HOSA strategic objectives.
- b. The Immediate Past-Chairman shall:
  - i. Serve as a Corporate Officer of the NC HOSA Board of Directors with shared legal responsibilities assigned to a non-profit corporation.
  - ii. Serve as mentor to the Chairman and as special counsel for the Board as the occasion may require.
  - iii. Represent the association as deemed necessary.
  - iv. Serve as a voting member on the NC HOSA Board of Directors.
- c. The Chairman-Elect shall:
  - i. Serve as a Corporate Officer of the NC HOSA Board of Directors with shared legal responsibilities assigned to a non-profit corporation.
  - ii. Preside over all meetings of the Board in the absence of the Chairman as well, as specified by Article V, Section 6 of the NC HOSA Inc. Bylaws.
  - iii. Represent the association as deemed necessary.
- d. The Secretary shall:
  - i. Serve as a Corporate Officer with shared legal responsibilities assigned to a non-profit corporation.
  - ii. 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.
  - iii. Give notice of all meetings and special meetings of the Board. Send minutes of all meetings to the members of the board/committee for which they apply within 1 week of the meeting.
  - iv. Share approved Board and Executive Committee meeting agendas and minutes with the Board Chairman and the NC HOSA Executive Director. The

NC HOSA Executive Director or designee will post documents to the NC HOSA board approved protected data management system prior to the next scheduled meeting.

- v. Share new or updated board approved policies with the NC HOSA Board of Directors Chairman and NC HOSA Executive Director. The Executive Director will be responsible for updating all appropriate bylaw and policy and procedure documents.

### 9. BOARD MEMBER DUTIES

- a. Promote NC HOSA, International 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 member is expected to participate in discussion of agenda items and voting to ensure his/her region has a voice in all NC HOSA matters.
- e. Each non-voting board member is expected to participate in discussion of agenda items.
- f. The NC HOSA Board of Directors Representative from each region will manage the delegation of region responsibilities and will be responsible for all communication between the state office and teachers in their region.
- g. Complete the NC HOSA Executive Director's annual board approved performance evaluation tool by the announced deadline.
- h. Each board member will be asked to sign an annual non-disclosure agreement and conflict of interest form.
- i. Actively participate in committee assignments.

### 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 and approved by the NC HOSA Board of Directors. Members shall be appointed by the Director of Competitive Events and Executive Director. Members of the committee will include the Director,

the Director Elect, Immediate Past Director, CE Trainer, Lieutenants, and Interns.

- ii. 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.
- iii. The Director of Competitive Events tenure will be as follows:
  - 1. Year 1 Director Elect
  - 2. Year 2 Director
  - 3. Year 3 Director
  - 4. Year 4 Immediate Past Director
- iv. The purpose of the first year as Director Elect will be to learn the role of Director. The Immediate Past Director will assist and support the new Director.
- v. There will also be a CE Trainer whose role is to mentor and support the Director as well as other members of the CE Committee.
- vi. 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.
- vii. 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 STATE CONFERENCE MANAGEMENT TEAM**

The NC HOSA State Conference Management Team is appointed by the NC HOSA Executive Director and serves to direct specified operations at the NC HOSA State Leadership Conference

### c. Gold Star Chapter and Advisor Recognition

- i. The NC HOSA Chairman will assign NC HOSA Board of Director members to serve on the Gold Star Chapter and Advisor Ad Hoc committee to review, recommend, and update the recognition tools and submission procedures to recognize participating chapters and advisors at the NC HOSA State Leadership Conference as well as review the submissions. The NC HOSA Gold Star Advisor's name, earning the most points from each division, will be submitted to be recognized at the HOSA International Leadership Conference.

## 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 must have the ability to plan, organize, and conduct the state leadership conference for North Carolina HOSA as well as supervise the planning, organizing, and execution of the regional conferences.
- 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 International HOSA and NC HOSA, as well as the liaison between the NC Department of Public Instruction and NC HOSA.
- vi. The Executive Director shall complete an annual performance evaluation of NC HOSA staff, including the State Officer Coach and contract employees utilizing NC HOSA Board of Directors' approved evaluation tool.

### b. State Officer Coach

- i. Coordinate all work of the state officers
- 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 the state officer candidate application process and packet making suggested changes to the Executive Director on an annual basis.
- 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 Audio Visual (AV) company to answer questions regarding scripts for SLC.
- viii. Review scripts for leadership conferences making any changes prior to practicing with the officer team.
- ix. Meet regularly with the Executive Director to discuss upcoming activities.
- x. Submit reimbursement requests and receipts within 1 week of the event for processing.
- xi. 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 1 week 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.

## REGIONS

1. North Carolina HOSA is divided into regions, as determined by the NC HOSA Board of Directors, which in turn are composed of local chapters.
2. The elected Board Representative for each region serves as the director of regional activities and as a liaison to the NC HOSA State Office. A regional manager and coordinators of specific activities may be assigned to manage the regional HOSA events.

## AFFILIATION

State associations in good standing are those who recognize the importance of all health science education students and local and state advisors being affiliated with the state and international organization. Unless a student or advisor is affiliated with the local, state and



international organization, he or she should not be regarded as a North Carolina HOSA member nor receive any rights or privileges thereof.

1. Annual affiliation fees are determined by the Board of Directors at the state and international level.
2. Each chapter is required to have a chapter advisor that is an affiliated member of HOSA.
3. Affiliation runs per academic school year regardless of affiliation date.
4. Affiliation deadlines and processes are laid out by International HOSA.
5. Members are not eligible for competition if they are not affiliated with the state and international organization prior to the registration deadline for the conferences NC HOSA State Leadership Conference.
6. Chapters may not substitute names on the Chapter Affiliation. Once a chapter submits the affiliation form online through the affiliation system, the chapter is obligated to pay the appropriate state and international dues for all members submitted.
7. North Carolina HOSA members should send chapter affiliation monies (for state and international dues) directly to International HOSA. Chapters are required to affiliate using the online affiliation system.
8. Each HOSA chapter must have one or more local advisors who pay a membership affiliation fees.
9. All delegates in attendance at the NC HOSA State Leadership Conference and HOSA International Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee as designated for guest and family.

## STATE OFFICERS

### 1. ELECTED OFFICERS

The elected officers are specified in the NC HOSA Bylaws

### 2. DUTIES

The duties of the elected officers are specified in the NC HOSA Bylaws, Article IV, Section 2. In addition, the state officers shall:

- a. Provide guidance, leadership, inspiration, and build enthusiasm of all members (students and advisors).
- b. Represent the views of the membership, not those of the individual officer, chapter, or region.
- c. Handle correspondence in a prompt and professional manner, receive approval from the State Officer Coach and/or Executive Director before sending correspondence, and send a copy of all correspondence to the NC HOSA State Officer Coach and/or Executive Director.
- d. Provide a monthly report to the State Officer Coach and/or Executive Director documenting HOSA activities on all levels including, local, region, state, etc.
- e. Plan and execute an annual program of work, which must include at least one objective focused on membership development and recruitment.
- f. Unless otherwise designated, wear the official HOSA uniform when representing NC HOSA.
- g. Carry out their responsibilities but shall not let them interfere with continuing their education.
- h. Officers whose grades do not meet the requirements, as defined in the NC HOSA bylaws, will be placed on probation. Failure to improve to the established required minimum GPA by the next grading period will result in the officer's removal from office.
- i. Forward all requests received for services (school visitations, supplies, speaking engagements, etc.) to the State Officer Coach and/or Executive Director.
- j. Notify the State Officer Coach and/or Executive Director immediately of circumstances which prevent carrying out an assignment. Failure to do so may result in probation up to removal from office.
- k. Act in a mature, responsible manner at all times, respecting the NC HOSA Code of Conduct and local Board of Education policies at all times. Failure to adhere to HOSA and local school policies could result in removal from office.
- l. The State Secretary will be responsible for taking minutes for all meetings. Minutes should be prepared and forwarded to the members of the Executive Council and State Officer Coach and/or Executive Director within 1 week following their presentation.

### 3. CANDIDATES

- a. Officer candidates must submit an application packet as well as take a written test, deliver a prepared speech to a panel of judges, and participate in an interview.
- b. Candidates for secondary positions may be current sophomores or juniors.
- c. Candidates for post-secondary positions may be current high school seniors or collegiate students.
- d. Past state officers may be re-elected to serve a second term as a state officer in a different membership category as long as the terms are not consecutive.
- e. State officer candidates shall not be allowed to serve as voting delegates at the North Carolina HOSA State Leadership Conference.

### 4. STATE OFFICER SCREENING COMMITTEE

- a. A screening committee composed of former state officers, chapter advisors, healthcare professionals, and others as appropriate are appointed by the Executive Director or their designee.
- b. The screening committee shall interview qualified candidates and shall nominate no more than two (2) candidates for each super region and for the office of Postsecondary/Collegiate Vice President.
- c. The screening committee may also screen International Officer Candidates. A state association shall submit no more than two (2) secondary, and two (2) postsecondary/collegiate candidates for student office. (Article IV, Section 6, International HOSA Bylaws)

### 5. TERM OF OFFICE

- a. Student officers shall be elected by ballot during the Business Session at the annual NC HOSA State Leadership Conference to serve one year.
- b. The President Elect will serve for two years, one as President Elect and the following as the State President.
- c. Terms of office shall begin May 1 after the annual conference at which officers are elected.

### 6. FINANCIAL RESPONSIBILITY

- a. All state officer travel must be approved by the State Officer Coach and Executive Director.
- b. Round-trip travel, lodging, and meal expenses will be covered for state officers required to attend official NC HOSA board meetings.

- c. NC HOSA will pay the following fees for all required conferences/trainings:
  - i. Mileage (at the current state rate)
  - ii. Flight tickets
  - iii. Airport transfers
  - iv. Registration
  - v. Hotel fees
  - vi. Meals
- d. State officers are expected to:
  - i. Pay membership affiliation fees.
  - ii. Pay all baggage fees when flying
  - iii. Purchase required uniform items
  - iv. Any current state officer unable to afford the fees mentioned above are encouraged to request financial assistance. The expectation is the officer will communicate with the State Officer Coach and/or Executive Director.
- e. Any officer that does not attend a conference for which NC HOSA has paid associated fees will be expected to repay NC HOSA for all associated expenses.
- f. 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.

## 7. VACANCIES

In the event of a vacancy in any state office, the Executive Council will submit their recommendation for filling the office to the NC HOSA Board of Directors for their approval.

## 8. REMOVAL

The policy whereby state officers may be relieved from duty is as follows:

- a. If a state officer should miss three (3) consecutive monthly reports, or two (2) required meetings, the officer may be asked to resign or go before a committee. The committee will consist of two (2) state officers, two (2) members of the Board of Directors, the State Officer Coach, and the Executive Director. The committee shall determine the removal of the state officer.
- b. Violations of the Code of Conduct will initially be handled by the Executive Council. The council may recommend action or refer the violation to the NC HOSA Board of Directors.
- c. If the violation is not resolved by the Executive Council, the Chairman of the Board of Directors will review the situation and recommend action to the State Officer Coach and/or Executive Director.

- d. If the officer is placed on probation, any future violations of the code of conduct will be immediately referred to the NC HOSA Board of Directors for evaluation and action. If the officer involved is a member of the Board of Directors, he/she would not take part in the disciplinary referral.
- e. If the decision is to remove the state officer, the state officer may appeal the decision in writing to the NC HOSA Board of Directors. The Chairman of the Board of Directors will meet with, or conduct a conference call with, the state officer on behalf of the Board of Directors and make a full written report to the Board. A majority vote of the Board of Directors is required to overturn the decision. An email ballot will probably be taken to poll the Board members if time is an issue.

## HOSA DIVISIONS

1. HOSA divisions are specified in Article III of the NC HOSA Bylaws.

## MEDIA RELATIONS and DATA MANAGEMENT POLICY

**Purpose:** The NC HOSA website and other media platform accounts are designed to provide information about NC HOSA for members, their parents, schools, healthcare partners and corporate sponsors.

### **Access, Passwords, and Document Back Up:**

- Minutes, agendas, contracts, and other NC HOSA documentation shall be stored in a contracted online cloud storage program. Members of the NC HOSA Board of Directors will be given access to view documentation pertinent to their role on the board through the online cloud storage program. Administrators of the online cloud storage program will be the staff of NC HOSA.
- All NC HOSA financial records reside with the accountant during the current fiscal year. Any check payments received by the NC HOSA office are forwarded to the accountant after remote deposit.
- Upon completion of the fiscal year end processing, all documentation is returned to the Executive Director for placement in the NC HOSA storage facility.
- All documentation is retained and destroyed per current IRS guidelines.

**Use of Photos** -Any HOSA Conference attendee, whether it be at Regional, State, or International level, grants NC HOSA permission to take, use, and/or publish their photo/video on the NC HOSA website by way of the required signed participant form.

**Use of Personal Information** - NC HOSA uses password protected, web-based platforms, to collect personal information for NC HOSA related purposes. NC HOSA does not provide/sell personal information to commercial entities. Whenever a user voluntarily discloses personal information online, they do so with full knowledge of the risk. NC HOSA cannot be held accountable for any security breach encountered by using third party applications and web based platforms.

**Social Media** - A written plan of action for Public and Media Relations shall be developed by the Executive Council annually to advance the goals and objectives of the organization and

enhance professional and member relationships. The plan of action shall be subject to the approval of the NC HOSA Executive Director and/or State Officer Coach. Under the discretion of the Executive Director and/or State Officer Coach, Executive Council members shall maintain access to all NC HOSA social media accounts throughout the duration of their term for publications.

### GRIEVANCE POLICY

The intent of this policy is to ensure and provide a way to improve NC HOSA through discussion of complaints or problems that are inhibiting the success of the organization in a timely and professional manner. This policy does not replace the inquiry process for competitive events. All parties involved shall have a right to file a grievance, using the procedures described below, without fear of recrimination. All advisors should attempt to solve a conflict informally with the assistance of the executive director and/or elected regional board representative. The informal resolution of conflicts between differing parties is encouraged. However, conflicts that cannot be resolved in this manner should be referred to the North Carolina HOSA Board of Directors Chair by following policy below.

Every effort should be made to file a grievance within thirty (30) days of when the grievant knew or should have reasonably known of the alleged conduct. The formal complaint must be submitted to the NC Board of Directors Chair in writing, signed, and dated. The written complaint must include:

- A statement of the policy, procedure, personnel practice, performance evaluation, or other violation,
- Details of the complaint; including names, dates, and times,
- The perceived impact of the alleged violation(s), and
- The recommended action needed to resolve the matter.

Upon receipt of the formal complaint, the NC HOSA Board of Directors Chair shall have thirty (30) days to review the formal complaint, solicit a response from all parties involved, and to schedule a board meeting to discuss the complaint. The board will notify all parties, announcing the date of the meeting within fourteen (14) days of the meeting; allowing all parties time to submit any details/documents needed for review. The Board of Directors will then meet and decide what actions need to take place. *If a board member is unable to uphold their obligation to be neutral and impartial to the grievance process or is involved in the grievance, they will be asked to exclude themselves for the specific called meeting.* At the conclusion of the meeting, the board will compile a fact-based report and make decision for resolution to the State Executive Director.. The State Executive Director will notify all parties of the outcomes of the grievance with thirty (30) days. The specifics of the corrective action taken, if any, are made by the NC Board of Directors and all decisions related to formal complaints or grievances are final.

### NC HOSA Executive Director Annual Evaluation - Chairman Duties

The intent of this policy is to ensure consistency in practice and a way to communicate the annual performance evaluation of the NC HOSA Executive Director.

a. The Chairman shall:

- Review the NC HOSA Board of Directors' approved evaluation tool with the full board during its annual board training and provide instructions. Each rating shall include a comment to support the rationale for the rating. Reminders and discussion will take place throughout the annual term.
- Instruct the full board of directors to complete the performance evaluation tool within five days of the completion of the NC HOSA State Leadership Conference.
- Instruct the NC HOSA Executive Director to complete a self-evaluation using the NC HOSA Board of Directors' approved performance evaluation tool and to provide artifacts by the designated deadline.
- Instruct the full board of directors to complete the annual performance evaluation tool and submit by the designated deadline. The performance evaluation tool results shall be submitted to the Chairman, Chairman-Elect, and Immediate Past Chairman to ensure transparency of the ratings.
- Review and compile the results to send to the NC HOSA Executive Director and the NC HOSA Executive Committee for their review prior to the May board of directors' meeting. An average of each evaluation rating and all comments will be shared. The names of the members submitting will be excluded to maintain anonymity.
- Share the compiled data with the full board of directors. A comparative analysis of the performance evaluation ratings from the previous year will be included in the data.
- Allot time on the May board of directors' agenda for a closed session, excluding the NC HOSA Executive Director and ex-officio members. The closed session will provide opportunity for voting board members to discuss the data and relevant comments. The NC HOSA Executive Director will be asked to rejoin the meeting and provided an opportunity to share any information they believe merits further clarification.
- Review the NC HOSA Executive Director's employment contract.



## NC HOSA Conflict of Interest Policy - Financial and Recusing from voting

### PURPOSE

The purpose of the NC HOSA Conflict of Interest policy is to guide those affiliated with NC HOSA to act within the best interest of the organization and describe potential conflicts of interests and when to disclose such conflicts.

*“A conflict of interest policy defines conflicts of interest, identifies the classes of individuals within the organization covered by the policy, facilitates disclosure of information that can help identify conflicts of interest, and specifies procedures to be followed in managing conflicts of interest.”*

(IRS - Instructions to the Form 990, p. 22).

### SCOPE

This policy shall apply to any executive board member (as defined in HOSA, INC. Bylaws, Article IV, Section 1), volunteer, or employee of NC HOSA.

### Definition

#### 1. *Conflict of Interest*

A *conflict of interest* arises when a person in a position of authority over an organization, such as an *officer, director, manager, or key employee* can benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. For this purpose, a conflict of interest does not include questions involving a person's competing or respective duties to the organization and to another organization, such as by serving on the boards of both organizations, that don't involve a material financial interest of, or benefit to, such person (IRS - Instructions to Form 990, p. 22).

#### 2. *Interested Person*

Any Board of Director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

### Process in disclosing / reviewing conflicts of interest

1. The Board Chairman shall include in the agenda of at least one meeting annually if any **voting** member of the executive committee (including their family) has any potential or

foreseen conflicts of interest. Affirmative responses will be recorded in the minutes. Board members may be asked to complete a questionnaire disclosing existing or potential conflicts of interest (Appendix).

2. The Board Chairman shall also query newly appointed (voting) board members during their initial orientation on potential conflicts of interest and report affirmative responses in the next scheduled board meeting to be recorded in the minutes. Newly elected/appointed board members will be asked to complete a questionnaire disclosing existing or potential conflicts of interest (Appendix).

### **Process to manage conflicts of interest**

1. Any voting board member who believes they may have a conflict of interest with a proposal or decision up for a vote shall recuse themselves or abstain from the voting process.
  - a. When recording the vote in the minutes, it should be recorded that a vote was taken and which members abstained.
2. The board will discuss any disclosed conflicts and how to handle the conflict. The board member in question may be asked to leave the room at the discretion of the Board Chairman.
3. Any voting board member who knowingly fails to disclose conflicts shall be disciplined up to and including removal from the board.

## **CRISIS RESPONSE PLAN**

### **1. INTRODUCTION**

- a. The Crisis Plan is an "all hazards" response to any potential crisis including major incidents occurring at or in conjunction with any NC HOSA sponsored event which involves members, staff, or guests. The plan will coordinate all resources of NC HOSA and the event site in a systematic and appropriate response.

### **2. GOAL**

- a. The goal of the HOSA Crisis Plan is to serve as a guideline for developing and implementing an effective, efficient, and timely response to any crisis affecting a NC HOSA function.

### 3. DEFINITION

- a. A "Crisis" may be defined as a situation, or the threat of an impending situation, which abnormally affects the lives, health, safety, and property of the members of HOSA, or which may be expected to adversely impact the operation, reputation, or normal activities of an NC HOSA sponsored function.

### 4. RISK POTENTIAL

- a. Overview

Overall the risk potential for HOSA is considered to be minimal with some significant areas of special concern:

- i. Natural Crisis  
Natural Crises include, but are not limited to, thunderstorms, windstorms, tornadoes, hurricanes, floods, lightning strikes, and earthquakes.
- ii. Public Welfare Crisis  
Human Caused Crisis include, but are not limited to, nuclear reactor accident/incident, serious criminal activity affecting the event location, fire in a hotel or event site, bomb threat, any vehicle accident with mass casualties, medical emergencies such as food poisoning or epidemic, student or labor unrest, utility explosion or loss of service.

### 5. LIABILITY

- a. Members of the Crisis Management Team, when acting under the provisions of the HOSA Crisis Plan, are deemed to be acting as agents of NC HOSA and are not individually responsible for decisions of the Team. HOSA accepts liability for the actions and decisions of the Crisis Management Team provided that such actions or decisions are shown to be "prudent" and are made in "good faith".

### 6. DECISION MAKING

- a. When assembled, the Crisis Management Team (CMT) is responsible for deciding on all appropriate measures to be taken in response to an identified crisis. Decisions will normally be reached through the process of informed discussion and consensus of all members present. Where time precludes, or consensus cannot be reached, the Executive Director or Chairman of the Board of Directors will take note of all points of view and will confirm a decision for the CMT. Written minutes of CMT meetings and all external discussions will reflect

the practice of "team solidarity". Crisis Management Team members who are unable to accept this practice may resign from the CMT at any time "without prejudice".

### 7. NOTIFICATION PROCEDURES

- a. Any member of the CMT may request that the Team convene to consider a possible, pending, or actual crisis situation affecting a NC HOSA sponsored function.

### 8. CRISIS MANAGEMENT TEAM (CMT)

- a. Composition

The Crisis Management Team is composed of six appointed members of HOSA who have the responsibility of determining and implementing all appropriate measures to respond to any crisis which may affect an NC HOSA sponsored function. The CMT is chaired by the Chair of the Board of Directors and when convened in response to an actual or perceived crisis, has total decision-making powers regarding the HOSA response. A quorum for the CMT constitutes four members provided that one of the four is the Board Chair or the Executive Director.

The following positions constitute the Crisis Management Team:

- Chair, Board of Directors
- Chair-Elect, Board of Directors
- Secretary, Board of Directors
- Executive Director
- NC HOSA President
- NC DPI CTE Director or designated staff representative
- The Chair and/or Executive Director may appoint ad hoc members to the committee when appropriate for the crisis and setting. These may include building managers, regional board representatives, local school officials, or other individuals that may facilitate management of the identified crisis.

### 9. CRISIS OPERATIONS ROOM (COR)

- a. The Crisis Operations Room (COR) is where the Crisis Management Team assembles to share information, evaluate options, and make decisions regarding the HOSA response to a crisis. Crisis Management Team meetings serve as the essential forum for group decision making and keeping all CMT members current regarding the crisis situation as a whole. It is essential that the CMT members meet on a regular basis to share information, identify actions, set

priorities, make decisions, and resolve problems. The Chair of the CMT is responsible for coordinating all activities within the COR.

### 10. CRISIS OPERATIONS ROOM LOCATIONS

- a. The Primary Crisis Operations Room is the event headquarters. It is possible that the Primary COR could be directly affected by the crisis and be unusable. Therefore, an Alternate COR location will be designated. Additionally, virtual rooms may also be utilized.

### 11. PUBLIC RELATIONS

- a. Responsibility

In the event of a crisis, the Executive Director is directly responsible to the Crisis Management Team for the effective and efficient dissemination of accurate and timely information regarding the crisis response of HOSA.

- b. Crisis Communications

Only members of the CMT are authorized to provide information to the media.

### 12. CONFERENCE PROCEDURES

- a. Security and Local Law Enforcement

NC HOSA may request increased security or law enforcement at any event site.

- b. Local Advisors

- i. Advisors/chaperones and participants should be continuously aware of their surroundings. Advisors should carry a list of their students' cell phone numbers (when available) and hotel room assignments at all times.
- ii. Local Advisors/chaperones will be asked to meet with their students after arrival at the event site to determine a centralized location for all students to meet, should there be an alert of any kind. Evacuation routes should be reviewed, as well as hotel room safety features and procedures.
- iii. The HOSA medical liability release form contains vital information for all conference delegates. The chapter advisor should keep a copy of each delegates' liability form in a safe place to be used in contacting parents or school administration if needed.

- iv. Advisors will provide their cell phone number to HOSA Staff during the registration process.
- c. HOSA Staff
  - i. HOSA Staff will keep the list of Advisors' cell phone numbers in a safe place in HOSA Headquarters to be used in contacting advisors, parents or school administration if needed.
  - ii. HOSA Staff will keep a list of emergency contact numbers within the event Headquarters.
  - iii. HOSA Staff will alert members to the location of emergency exits prior to the start of general sessions or publish them in the program book/conference app.

### Appendix

#### Conflict of Interest Questionnaire

##### Board of Director Annual Conflict of Interest Statement

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_
2. Position:
  - Are you a voting Board of Director Member? Yes No
  - Are you an Officer? Yes No
  - If you are an Officer, which Officer position do you hold: \_\_\_\_\_.
3. I affirm the following:
  - I have received a copy of the NC HOSA Conflict of Interest Policy. \_\_\_\_\_ (initial)
  - I have read and understand the policy. \_\_\_\_\_ (initial)
  - I agree to comply with the policy. \_\_\_\_\_ (initial)
  - I understand that NC HOSA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. \_\_\_\_\_ (initial)
4. Disclosures:
  - a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with NC HOSA? Yes No
    - i. If yes, please describe it: \_\_\_\_\_
    - ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No



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- b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with NC HOSA? Yes No
- i. If yes, please describe it, including when (approximately):  
\_\_\_\_\_
- ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

Date: \_\_\_\_\_

Signature of Board of Director: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Change	Revision
02-28-2020	Added Website Maintenance and Grievance Policies and Procedures
3-13-2021	Added Changes to Voting Members and Clarification to Duties
	Added NC HOSA Executive Director Annual Performance Evaluation
3-13-2021	Added Non-disclosure and Confidentiality
	Added Conflict of Interest Policy
	Added Document Storage Policy
12-6-22	Changes made to State Officer Financial Responsibility
2-17-24	Review of entire policy with updates throughout
7-13-24	Updated Competitive Events Policy
2-22-25	Added Crisis Response Plan with Minor Revisions of Remaining Policy