

Tennessee HOSA: Future Health Professionals State Officer Candidate Information and Application

Applications are DUE to Tennessee HOSA on **Dec. 15, 2021 by 11:59 p.m. CT** via Tallo. The [Tallo HOSA page is here](#) and instructions for setting up your [Tallo account are here](#). After creating your Tallo account, search under “Opportunities” for the 2022-23 Tennessee HOSA State Officer Application. All uploads must be included in one PDF document, excluding the letters of recommendation.

The following items must be submitted by the deadline:

1. State Officer Candidate Info Form
2. Completed State Officer Candidate Application
3. Completed Essay (Topic Provided)
4. A Recent Individual digital Photo in Official HOSA Dress (including Ascot or Tie) for use in the Conference Program (See Application for Details)
5. Signed Candidate Release Forms
6. Official Transcript
7. An Absenteeism Statement or Letter (School Attendance Record)
8. Resume (See Application for details)
9. Required Letters of Recommendation (See Application for Details)

Special Notes:

- Applicants are not permitted to announce that they have applied to be a state officer candidate, taken the Tennessee HOSA State Officer Candidate Test, or advanced to the interview round.
- Applicants may not begin campaigning (which includes telling others about their current application status) until the final slate of state officer candidates are selected and announced at the slating meeting at the Tennessee HOSA State Leadership Conference.
- All policies apply to all social media (yours and others). It is strongly recommended that the applicant and advisor keep this information confidential until the slate (ballot) has been announced at the slating meeting at SLC. This will avoid any possibility of others announcing your candidacy.
- It is important to remember that it is not guaranteed that all of the applicants who advance to the interview will be slated as state officer candidates. Only those candidates deemed highly qualified by the nominating committee will be slated on the ballot.
- If slated, candidates will be required to give a campaign speech at the 2022 Business Meeting. A copy of this speech must be turned in to the current President-Elect at the state officer candidate meeting.
- State officer candidates may not serve as voting delegates.
- State officer candidates will be required to attend a variety of events, meetings, and general session rehearsals during the Tennessee HOSA State Leadership Conference. A detailed itinerary will be provided at the state officer candidate meeting.

Is Running for State Office Right for Me?

The opportunities provided to state officers are tremendous and many of the state officer alumni count their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer come many important responsibilities. Those interested should carefully consider the decision to run for state office and what it requires.

The average state officer will spend five to ten hours a week working on their state officer assignments and responsibilities. Prior to state officer meetings, conferences and HOSA events the amount of time required tends to spike as officers finalize preparations and polish up assignments. It is important to realize that, although academics remain the number one priority, officers will not be able to fall behind in their responsibilities as a HOSA officer. Officers will be required to participate in the team decision-making process, perform their assigned tasks, and attend all required conferences and events.



It is important to understand that if elected, officers will be required to attend conferences, officer meetings and HOSA events throughout the year. Officers will not be allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency) without permission. Officers have frequently had to miss out on big games, dances, trips, etc. because they conflicted with their state officer responsibilities. The expectation is that state officer responsibilities and commitments will take priority after an officer's academics.

Anyone willing to make this kind of commitment and that has the drive to succeed and the encouragement and dedication to get the job done should seriously consider running for state office! If unsure, it is recommended members consult with their local advisor and get their opinion and advice. Those who decide to run for office can be assured that holding state office will be one of the most memorable experiences of their life and one of the most effective career preparation experiences they could ever have while in high school.

Tennessee HOSA State Officer Candidate Process

Application

Complete and submit the online **Tennessee HOSA Officer Candidate Application and Required Documents**. A selected committee will review your application. The committee will determine your eligibility to run for State HOSA Office at the 2022 HOSA State Leadership Conference.

You will receive a letter by email confirming that your application has been reviewed and if you have or have not been selected to continue to the testing round of the application process.

State Officer Candidate Test

If you advance, you are required to take a state officer candidacy test at your regional conference. Applicants must be **properly registered** to take the test *on or before the registration deadline*.

This test will be administered by the Tennessee HOSA State Officer Coach. The test will include the following topics:

- Tennessee HOSA Bylaws
- State Officer Code of Conduct
- Tennessee HOSA Dress Code
- HOSA History
- HOSA Mission Statement
- Parliamentary Procedure

Only those applicants scoring a minimum of 80% on the test will advance to the next round of the candidacy process, which will take place onsite at the 2022 State Leadership Conference. Candidates will be notified, through email whether, or not they have advanced following the last regional conference.

Interview & Campaigning

Those qualifying candidates will be required to attend the State Officer Candidate Workshop on **March 27, 2022**, the day prior to the start of the State Leadership Conference. At the conclusion of the workshop, all candidates will have an assigned interview time for the evening of **March 27** (if interviews have not been completed prior to SLC), with the nominating committee. Candidates will be required to be in official dress for their interview.

Those applicants deemed qualified to run for state office will be slated for a specific office as an official Tennessee HOSA State Officer Candidate. The slate will be announced the morning of **March 28th**. Only after the announcement of the slate (ballot) are candidates allowed to campaign. All guidelines outlined in this packet must be followed during the campaigning process.

Election

Candidates will be required to give a speech (not to exceed two minutes in length) at the 2022 Tennessee HOSA Business Meeting. Immediately following the candidates' speeches, the election of the 2022-23 Executive Council will take place.

The newly-elected Tennessee HOSA Executive Council will be announced at the awards ceremony at the 2022 State Leadership Conference.

Executive Council

Successful applicants (those who meet the qualifications outlined in the Tennessee HOSA Bylaws) will be slated by the nominating committee for one of the following offices:

President Elect

It shall be the duty of the President-Elect to serve HOSA in any capacity as directed by the President and shall assume the duties of the President in his/her absence. The President-Elect shall succeed the President at the end of each term of office. The President-Elect shall serve on the Tennessee HOSA Board of Directors and Executive Committee.

Regional Vice Presidents (West, Middle & East)

It shall be the duty of the Regional Vice-Presidents to promote the growth and development of HOSA within their region in accordance with the Program of Work during their term of office, to serve as members of the Nominating Committee and to serve organization in any capacity as directed by the president.

Secretary-Treasurer

It shall be the duty of the Secretary to record the proceedings of all meetings of the State Organization and all officer meetings, to accumulate the minutes and/or other records or reports, as necessary to file such records with the HOSA Headquarters within thirty days following their presentation and to serve any capacity as directed by the president. The Treasurer shall act as business manager of the organization, collect annual assessments, and shall be bonded up to two-thirds of the maximum balance in the treasury of the organization. The Treasurer shall submit annually all accounts to an adult committee named by the State Advisor.

Reporter-Historian

It shall be the duty of the Reporter to gather and classify local Chapter and State Association news and to prepare news articles for publication or broadcast. The Reporter should contact local newspapers and provide them with State Association news stories, also, send information to local Chapter Reporters for publication if found advisable. The Reporter should assist in planning exhibits for the State Association. It shall be the duty of the Historian to keep records and other materials of historic importance to the Tennessee Association of HOSA to compile these materials into a yearbook for the organization, to prepare a narrative account of HOSA activities during his/her term of office which will become an official account of the organization, to be responsible for publication, correspondence and public relations between the member states, and to serve the organization in any capacity as directed by the President.

State Officer Candidate Application Form

Student Name:			
	Last , First		
Home Address			
	Street		
		City	Zip Code
Email Address			
Home Phone			
Cell Phone			
School Name			
School Address			
	Street		
		City	Zip Code
School Phone			
Career Goal			
<p>In the below spaces, please indicate your top THREE choices of office if you were to be slated for a position on the Tennessee HOSA Executive Council.</p> <p>If slated, there is NO guarantee you will get one of these positions. It is only meant to aid the nominating committee in their discussion.</p>			
Have you been accepted to a postsecondary or college program to pursue your education?			
If yes, please provide the institution name:			
If no, please indicate where you have applied:			
Grade level for the 2022-23 Year			

GPA:		(On a 4.0 non-weighted scale)
Indicate SAT and ACT scores if available		
ACT:		SAT:
School Involvement & Extracurricular Activities:		
School Positions/Offices Held (if applicable) List HOSA and other School offices you have held and activities in which you have been involved.		
Year:		
Community Involvement List community activities (other than HOSA or school activities above) in which you have been involved.		
Year:		
References List the names of the persons writing letters of recommendation for each category		
Teacher, Advisor, Principal or CTE Director		
Employer or community leader		
Any source other than a relative		
Essay Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?		

To submit the officer application, upload the following in one PDF file to Tallo:

1. A recent headshot photo in official HOSA dress (including ascot or tie) with a solid color background. The picture should be from the waist up.
2. Essay
3. Application
4. Résumé
5. Official transcript
6. All signed permission forms

Letters of Recommendation

Letters of recommendation must be submitted by the recommender to this [Google Form](#). After all three letters have been submitted, candidates will be sent an email stating requirements for this portion have been finalized. All must be submitted by Dec. 15, 2021.

Google Form Link: <https://forms.gle/VoCEevEJtg216rtdA>

Résumé Requirements

Applicants are required to upload a resume with this application and bring 100 copies of the resume to State Conference to be distributed to Voting Delegates. Applicants must have the 100 copies to turn in on March 21, 2022 upon arrival.

Paper Size: 8 1/2x 11 format (Front Only)

Type of Paper: Plain white paper only with black type. Resumés with the use of color paper, more than one page, or double-sided will **NOT** be distributed.

What Must Be Included:

- Your full name, school, state, and current grade level
- HOSA Achievements
- Number of Years as a HOSA member
- Other Achievements (i.e. Honors, Awards, offices held in other organizations)

It is acceptable, but not required to use a photo, but the photo must be in black and white.

This resume is in addition to the State Officer Application and must be in professional business format.

STATE OFFICER CANDIDATE AGREEMENT

Becoming a Tennessee HOSA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement. State officer candidates should understand that, if elected, attendance at **all state officer meetings and activities is mandatory** and that failure to attend any of these meetings can result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the State Management Team they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Tennessee HOSA or the Executive Council.

If elected, the candidate agrees to:

1. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training's, regional, state and International conferences) and attest that:
"I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Officer Coach, or State Advisor, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Tennessee HOSA Conduct Code, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to HOSA the amount expended for my participation during my term in office."
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office.
4. Maintain active membership in a Secondary or Post-Secondary chapter by signing up for membership and paying national and state dues.
5. Participate in **ALL MANDATORY** activities scheduled by the State Advisor and State Officer Coach of Tennessee HOSA including:
 - State Officer Conference Calls
 - State Officer Training (May/June)
 - International HOSA Leadership Conference (June)
 - Tennessee CTSO State Officer Leadership Training (July)
 - Washington Leadership Academy for State Officers (Sept.)
 - HOSA Leadership Camp (Oct.)
 - State Conference Planning Meeting (Nov./ Dec. & Feb./ March)
 - Regional Conferences (Jan. /Feb.)
 - Youth, Citizenship and Government (Feb.)
 - Tennessee HOSA State Leadership Conference (March/April)

In addition to the required state officer events above there will be additional travel required for chapter visits and other opportunities that may arise throughout the year.

The Parent(s) and Candidate Agree to:

1. Grant permission to Tennessee HOSA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Tennessee HOSA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.
2. Pay for certain costs associated with being a State Officer as they may arise throughout the year.
3. Understand that expenses for travel and meals will be reimbursed according to the policies set by Tennessee HOSA.

The Parent(s) Agree to:

1. Permit the candidate to participate in all scheduled Tennessee HOSA activities, State Officer meetings, chapter visits, and other official officer duties.
2. Provide transportation to and from events.
3. If the student is elected, permit, and in the case of parents, authorize the student to visit Tennessee schools and participate in Tennessee HOSA chapter activities for the purpose of conducting official HOSA state officer business.
4. Encourage the candidate to take full benefit of the leadership development experience.

The Advisor(s) and All School Officials Listed Below Agree to:

1. Recommend for state office only those candidates who are qualified. (See information provided.)
2. Ensure the candidate's attendance at all Tennessee HOSA activities.
3. Permit the candidate to visit Tennessee schools and participate in HOSA chapter activities for the purpose of conducting official HOSA state officer business.
4. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
5. Assist parents/guardians with travel to and from events as needed.
6. Read the Candidate Agreement and Participant Code of Conduct and discuss it with the student.

Candidate Signature

Date

Parent Signature

Date

Chapter Advisor Signature

Date

Administrator Signature

Date

STUDENT CONDUCT AGREEMENT

The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conference and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.

"I agree to follow the State HOSA Officer Code of Conduct while I am representing Tennessee HOSA as a member of the State Officer Team. I will resign my office if I fail to follow this code."

- I will not possess or consume any alcoholic beverages, tobacco products, or illegal substances of any kind.
- I will follow the established curfew. Curfew means I am quiet and in my own room with only those assigned to be there.
- I will apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, maintaining enthusiasm and involvement, and conflict resolution through open communications.
- I will wear appropriate dress at all official functions. Denim and jean-like apparel are appropriate at certain sessions, but not during any other official sessions or meeting.
- I will not be engaged in any inappropriate or illicit behavior. I will immediately remove myself from all situations that could compromise my professional image.
- I will not deface public property. I will be responsible for any damages caused to rooms or facilities.
- I will keep the state HOSA staff informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in their charge.
- I will be prompt and prepared at all times. I will carry out my duties and responsibilities to the best of my abilities. I will always conduct myself in a professional manner as a representative of HOSA.
- I will attend all official conference activities, unless I receive proper approval from the state advisor and state officer coach to be absent. If I am unable to participate in all required State Officer meetings, I will resign my office. Special permission must be received from the state advisor to be excused from required meetings.
- I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.
- I will participate in all activities required of me at a conference, meeting, or official state officer function. If other situations arise that are not covered by the Code of Conduct for State HOSA Officers, I will use my best judgment in the situation. Above all I will try to act in such a way that I will reflect positively on Tennessee HOSA.

Student Signature

Date

Parent Signature

Date



SCHOOL ADMINISTRATION STATEMENT OF SUPPORT

TENNESSEE HOSA STATE OFFICER CANDIDATE APPLICATION

I understand that HOSA-Future Health Professionals is an international and state organization officially endorsed by the U.S. Department of Education.

I understand that _____ (applicant name) has been officially endorsed by our school's HOSA chapter, our HOSA chapter advisor, and his/her parents/guardians to pursue a position on the Tennessee HOSA Executive Council.

I understand that if the above named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local HOSA chapter and chapter advisor during the above named student's term of service as a Tennessee HOSA State Officer.

Our school agrees to support the above named student's duties and responsibilities as a Tennessee HOSA State Officer including approval of absences for Tennessee HOSA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Tennessee HOSA official functions.

I understand that serving as a Tennessee HOSA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Tennessee. Our school pledges to work in partnership with the Tennessee HOSA to ensure the success of the above named student's leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

Print Name of Administrator

Administrator Signature Date

Print Name of Advisor

Advisor Signature Date