To: All Interested Hawaii HOSA Members  
From: Ada Toyama, HOSA State Coordinator  
Date: September 5, 2018  
Re: Election Procedures for Incoming Hawaii HOSA State Officers

Please consider this opportunity to develop leadership skills and represent our members and advisors as a Hawaii HOSA State Officer by reviewing and preparing to run as a candidate at our 14th Annual CTSO/HOSA State Leadership Conference, February 26-27, 2019 at the Hawaii Convention Center. In order to best fill elected positions, we will be running candidates on an open slate, which means that those ending up with the highest combined scores will become part of the executive board, filling all available positions. Should there be more candidates than positions available, some may be offered a committee chairmanship instead of an official state officer position.

Completed applications (with flyer/resume and essay attached) and permission forms should be emailed (scanned permission form), mailed or hand-delivered to reach Mrs. Toyama by Friday, December 14, 2018 to be considered as a state officer candidate. No exceptions will be made; consider this a test in commitment to meeting deadlines.

Ada Toyama, Hawaii HOSA State Coordinator  
HOSA – Future Health Professionals  
OCID, Office of Curriculum, Instruction and Design Branch  
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e-mail: ada_toyama@hotmail.com  
Phone: (808) 721-1251

I. Enclosed:  
- State Officer Candidate Permission and Commitment Form  
- Advisor's Commitment Form  
- Sample Official Ballot  
- Hawaii HOSA Fact Sheet (separate attachment)  
- HOSA Information Sheet  
- Sample Flyers  
- Sample of a Creative Intro

II. Requirements/Presentation Format:

* **Speech Topic/Creative Introduction:** This speech should use analogies of familiar items or activities to creatively describe your personal qualities, leadership skills/experience, and involvement with/commitment to Hawaii HOSA. See sample. (Time Limit: 1-2 Minutes)

* **Leadership Activity:** The purpose of this activity to demonstrate leadership ability by directing and controlling the entire audience in an organized fashion (no dividing up the audience into groups). You must provide clear, accurate directions to prevent confusion and get them to all follow your directions at one time. (Time Limit: 1-2 Minutes)

* **Impromptu Questions:** Outgoing officers will pose two secret questions to all candidates— one factual, and one situational regarding HOSA. They will be scored based on the quality of their answers and ability to maintain composure in front of audience members. Questions will come from the latest Hawaii HOSA Fact Sheet and HOSA Information Sheet included in this packet.

* **Interview / Written Assessment:** The HOSA state coordinator will arrange a short interview with all candidates by phone or in person and conduct a written assessment on a HOSA topic. Scores from the interview and written assessment will help determine the final placement of all state officers.
Hawaii HOSA Incoming State Officers' 
State Officer Candidate Permission and Commitment Form 
2019-20 School Year

Name______________________________________ Chapter________________________________________
Address______________________________________________________
Home Phone_________________________Cell Phone_____________________Texting okay? _____________
E-mail: ____________________________________________
Birthdate: _______________Class of ____________

Your willingness to serve on the Hawaii HOSA Executive Council for the 2019-20 school year is appreciated and the position you earn should be taken seriously with commitment and dedication. HOSA needs to be your top priority, because you will represent over 1,751 members and 30 chapters in our state.

You are asked to meet the following criteria:
• Complete application materials and return to Mrs. Toyama by Friday, December 14, 2018.
• Maintain a GPA of 3.0 and above
• Paid National, State, and Chapter Dues

Expectations:
• Plan, attend, lead, and evaluate as an officer team member all scheduled functions including:
  - State Executive Council Meetings (monthly or as scheduled)
  - Pre-international meeting at Farrington High in April 2019
  - HOSA International Leadership Conference leading mandatory Hawaii State Delegation Meetings and preparation
  - CTSO State Officer training (August 2019)
  - Officer training sessions (Saturdays/holidays)
  - Washington Leadership Academy September 14 to 17, 2019
  - Fall Leadership Workshop (TBD: Saturday in November)
  - Planning and preparation sessions for State Conference (keep open Saturdays in January and February and final days leading into the State Conference
  - Visits to our sponsors (Hawaii Pacific Health, AHEC) and other business partners as spokespersons for HOSA
• Make HOSA a top priority in executing a program of work for Hawaii’s members and advisors, meet all deadlines
• Use an official HOSA uniform at all HOSA activities while serving as a state officer (purchase or borrow)
• Should any state officer not fulfill his/her duties by giving up their position before their term is over or have to be dismissed due to lack of performance or participation (missing two required activities), he/she would need to repay Hawaii HOSA for any funds supporting his/her WLA and ILC trips during the 2019-20 school year.

If elected, I will serve on the Hawaii HOSA Executive Council to the best of my ability and perform all the duties of the office that I hold. I am willing to serve any of the following positions: (Rank in order of preference)
Secondary: _______President; _______Vice-President; _______ Secretary/Treasurer; _______Historian;
_______ Postsecondary Representative
(Note: All positions will be determined at the discretion of the state coordinator.)

Nominee’s Signature ____________________________________________ Date ____________________________

We, the undersigned, understand the duties and responsibilities that come with holding office and agree to support his/her endeavors. (Parent signature required for those 18 and under.) (Advisor has additional form to sign.)

Parent's/Guardian's Signature ____________________________________________ Date ____________________________

Advisor’s Signature ____________________________________________ Date ____________________________
Hawaii HOSA Incoming State Officer Candidate
Advisor's Commitment Form
2019-20 School Year

Advisor's Name____________________________________ Chapter_________________________________

School Address____________________________________________________________________________

Home Phone_________________________Cell Phone____________________Texting okay? _____________

School e-mail: ________________________________ Home e-mail: __________________________________

Candidate _________________________________________________________________________________

Your willingness to have a student run for office and serve as a state officer for the Hawaii HOSA Executive Council for the 2019-20 school year is appreciated. Should the candidate obtain a position, please note that the chapter advisor(s) are expected to assist the state advisor by helping their state officer fulfill their duties from the time after they are sworn in at the state conference to the end of the following school year.

Expectations:
• Transport or accompany state officer to leadership trainings/conferences, executive council meetings, or other activities requiring their attendance
• Keep informed with decisions made during state executive council meetings
• Proofread and help officer correct anything that needs to be submitted to the state advisor
• Make sure all deadlines are met
• Attend state conference preparation meetings to assist officer with assignments
• Help officer prepare speeches, oversee officer while he/she is on stage at conferences
• Assist student with obtaining the official HOSA uniform (jacket, tie, skirt and/or pants, covered dress shoes)

I understand the expectations that come with having a state officer, such as those listed above, and agree to support my student's participation on the executive council.

__________________________________________ ____________
Advisor’s Signature Date
1. Each chapter shall receive one (1) ballot per 25 paid memberships made by October 31, 2018 to National HOSA.
2. Candidates will make speeches/lead activities/answer questions during the elections session at the state leadership conference.
3. Voting Delegates will meet back with their chapters to evaluate each candidate carefully and fairly.
4. Candidates will be ranked using 5, 10, or 15 points in ten categories.
5. Results will be combined with state coordinator’s interview/written assessment scores to determine final placement, and new officers will be announced and inducted at the awards ceremony.

Points (use only 5, 10 or 15 as your scores); 5 = Fair; 10 = Good; 15 = Excellent

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<th>Points</th>
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<td>Confident, poised, uses eye contact</td>
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<td>Leadership Activity</td>
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<td>Involves everyone</td>
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<td>Understands Question</td>
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<td>Appropriate Response</td>
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<td>Clarity of Answer</td>
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HOSA Information Sheet

What is HOSA?

HOSA – Future Health Professions is an international organization for students enrolled in health science programs at the secondary and postsecondary level, and interested in pursuing a career in the health professions. Members are involved in community-oriented, career-related and leadership development activities to build confidence and develop skills that will lead to successful employment in the field of health. Statewide conferences provide for leadership training, workshops, and competitive events that test and recognize students' competencies and related skills in their chosen health occupation. Elected state officers and top event category winners also have the opportunity to attend the HOSA International Leadership Conference in June.

What is the purpose of HOSA?

The purpose of the HOSA organization is to develop leadership and technical skill competencies through a program of motivation, awareness and recognition; an integral part of the Health Science Education instructional program.

What are the goals of HOSA?

• To promote physical, mental and social well-being.
• To develop effective leadership qualities and skills.
• To develop the ability to communicate more effectively with people.
• To develop character and responsible citizenship traits.
• To understand the importance of being of service to others.
• To build self-confidence and pride in one’s work.
• To make realistic career choices and seek successful employment in the healthcare field.
• To develop an understanding of the importance in interacting and cooperating with other students/organizations.
• To encourage individual and group achievement.
• To develop an understanding of current healthcare issues, environmental concerns, and survival needs of the community, the nation and the world.
• To encourage involvement in local, state and national health care and education projects.
• To support Health Science Technology Education instructional objectives.
• To promote career opportunities in Health Care.

MISSION STATEMENT

The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

Why affiliate with HOSA?

• HOSA is the only career & technical student organization (CTSO) designed to serve the needs of students in health science technology education programs.
• HOSA is for and led by students.
• HOSA provides opportunities for students enrolled in Health Science Technology Education programs to sharpen their occupational skills while developing valuable leadership qualities.
• HOSA encourages skill development and a healthy competitive spirit through participation in the National Competitive Events Program.
• HOSA involves members actively in school, community, state and national activities; providing members with the opportunity to travel, meet new people, and share ideas.
Official HOSA Emblem

The official HOSA emblem was adopted during the first HOSA National Leadership Conference in Oklahoma City, Oklahoma, April 27-30, 1978, from a design submitted by Tennessee HOSA.

- The circle represents the continuity of health care;
- The triangle represents the three aspects of humankind: well-being, social, physical and mental; and
- The hands signify the caring of each HOSA member.

Colors of HOSA

- Navy blue represents loyalty to the health care profession.
- Medical white represents purity of purpose.
- Maroon represents compassion of HOSA members.

HOSA Motto

The HOSA Motto was also adopted at the first HOSA National Leadership Conference in April in Oklahoma City, Oklahoma. “THE HANDS OF HOSA MOLD THE HEALTH OF TOMORROW”

The original motto, was "The Hands of Youth Mold the Health of Tomorrow." This was presented by the Florida State Association of HOSA. In recognition of postsecondary student members, the word "youth" was changed to "HOSA" in 1979 at the second HOSA National Leadership Conference in Cherry Hill, New Jersey.

HOSA Slogan

“Health Science and HOSA: A Healthy Partnership”

HOSA Creed

The HOSA creed was adopted at 3rd NLC in 1980 as submitted by South Carolina HOSA. It reads as follows:

I recognize the universal need for quality, compassionate healthcare.
I understand the importance of academic excellence, skills training, and leadership development in my career pathway.
I believe through service to my community and to the world, I will make the best use of my knowledge and talents.
I accept the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others.
Therefore, I will dedicate myself to promoting health and advancing healthcare as a student, a leader, an educator and a member of HOSA-Future Health Professionals.

Core Values

We value learning. We are committed to learning and becoming respected, knowledgeable and skilled health professionals. We will respect the experiences and contributions of our teachers, peers and patients and seek to learn from them.

We value leadership. We will serve as role models in our academic program, profession and community. We will be ethical, accountable and trustworthy. We will use our influence to empower others to strive for excellence.

We value service. We are dedicated to serving others with compassion. We believe that individuals are important, and we will treat everyone with respect and care.

We value innovation. We are dedicated to enriching the lives of others. We will continuously seek the knowledge and skills to address challenges and improve the health professions.
Sample Flyers (Should also have a slogan) ...flyers go out to each chapter. Voting Delegates should read them carefully.
Sample Creative Introduction

Many times you can tell a person’s character by what they carry in their bag. That’s why I brought my backpack to help you get better acquainted with me. (As each item is brought out, show audience and describe how you relate to it.)

This is my daily planner, which is a constant companion for me. I’m very organized, as I’m involved in many extracurricular activities such as National Honor Society, Publicity Co-Chair for my junior class, and Treasurer for the Future Physician’s Club, to name a few. I have been in HOSA for three years, all of which I have been a chapter officer.

Another item is my scientific calculator. With it, I can look at problems, assess their needs, and work towards a solution. It has many functions and can operate in several different modes. Likewise, I am able to approach problems and their solutions in various ways.

Next is my wallet. Wallets hold money and other important items that are a source of security. My past performance as a chapter officer will give the members of HOSA the sense of security that I have your best interest in mind.

My pencil case contains many tools that help me carry out my responsibilities. Likewise, I contain the necessary leadership tools such as reliability, responsibility, and the understanding of this organization that will allow me to direct this group effectively.

Books are a source of information. Due to my past leadership roles, I have much information and experience that will be beneficial to the advancement of HOSA.

When I look into my compact, I see a reflection of myself in the mirror. When others look at me, they see that I am a reflection of the goals and aspirations of this organization.

My keys represent my dependability. With it, I am able to keep the doors of communication open, and an also able to keep an open mind. I welcome new ideas and am willing to try them. I realize that part of being a leader is being able to try different things and learn from others’ suggestions and views.

Just as this backpack contains all of these elements, I also contain the element of success. Just as I cannot function effectively without these items, Hawaii HOSA cannot either. I hope to use my tools in the upcoming school year to ensure the best year ever in HOSA!