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Introduction Letter

Thank you for your interest in pursuing a position on the Student Executive Council for Montana HOSA: Future Health Professionals.

This handbook provides you with essential information and steps that you need to know to become a Montana HOSA State Officer. The experience can be challenging and exciting. Working with the Montana HOSA student Executive Council team will offer you the chance to build lifelong relationships. Interacting with State Officers from across the country (and internationally) will offer you network interactions you never imagined. Meeting with your state legislators, senators and governor might open doors to future opportunities you could never have foreseen.

According to the Montana bylaws, each year, up to five (5) State Officers are selected to help fulfill the objectives of the organization's Board of Directors. The State Officer team creates a Program of Work and commits to assisting the organization in meeting requirements set by the Montana Office of Public Instruction Career and Technical Education performance standards.

The opportunity to serve as a Montana HOSA State Officer will be challenging and will help you build skills that will last a lifetime. In order to be effective as a state officer, you will need organization, commitment, preparation and effort. State Officers serve as ambassadors of the organization. You will be role models for your peers, representing Montana HOSA at the state and national levels. You will collaborate with a team assisting in the preparation and execution of online communications, public relation campaigns, service projects, advocacy, conferences, and more.

Please, take the time to speak with your chapter advisor, mentors, and your parents/guardians before you embark on this endeavor. Please be aware of the dedication and effort needed to be a successful state officer. Enjoy the process!

Best wishes,

State Director
Montana HOSA: Future Health Professionals
PO Box 170520
Bozeman, MT 59717

Duties & Responsibilities of All State Officers

1. As a state officer, you are a member of the team that plays a vital role in planning projects, workshops, and conferences. Your main duty is to be a contributing member of the team and provide support not only for your fellow officers, but for Montana HOSA.
2. All state officers are REQUIRED to attend all state officer meetings, state officer trainings and in-state conferences. State officers are also strongly encouraged to attend WLA or the International Leadership Conference.
3. All state officers shall:
 - Prepare and present workshops for FLC and SLC. Meet any timelines set by the State Director.
 - Attend and participate in ONE Board meeting held during the MT HOSA State Leadership Conference (President only).
 - Submit a release form prior to any travel giving parental permission and medical and insurance information
 - Remain with the MT HOSA delegation at all times (with the exception of competition).
 - Abide by the school handbook rules, and state officer handbook rules, regarding smoking, alcohol, and/or narcotic use and moral character
 - Maintain a 2.5 GPA
 - Plan, conduct, and participate in the MT HOSA Fall Leadership Conference
 - Plan, conduct, and participate in the MT HOSA State Leadership Conference
 - Construct notices/articles for MT HOSA social media and maintain communications with regional chapter liaisons
4. Officers must keep up-to-date on correspondence and send a copy of all official emails, memos and letters to the State Director promptly. All correspondence to local chapters, local/state officers, or local advisors, must be copied to the State Director.
5. Each officer is responsible to fulfill designated duties assigned by the 'program of work'.
6. All state officers will be supplied with state officer MT HOSA binders during his/her term of office. The binders will be kept up to date by the officers.
7. Support the HOSA dress code for professional dress and ALWAYS DRESS in the proper HOSA uniform when applicable.
8. Choose, at his/her discretion, to attend Governor's Reception.
9. All officers shall install incoming officers at the MT HOSA State Leadership Conference.
10. Using template provided, prepare and submit three reports due Oct. 31, Jan. 31, and April 30.

Application Process

1. Secure support from your advisor, parent/guardian, and school administrator/principal. Each of these will be asked to sign a statement of support on your application form.

Local Advisor 's Statement of Support

It is my belief that this candidate will fulfill the responsibilities of a HOSA officer and I highly recommend this applicant. I commit to continue hosting this student as a member of my chapter for the coming _____ academic year.

Guardian Statement of Support

I approve of my student applying for a HOSA office and if elected, agree that they will be able to devote the time to govern the organization. I will provide the transportation necessary for my student to carry out the duties of a HOSA officer for the _____ academic year.

Administrator Statement of Support

The School Administration will support this candidate in successful fulfillment of the duties and assignments of a HOSA officer into the _____ academic year.

2. Collect materials for application packet

- Cover Letter
- HOSA Advisor Letter of Recommendation
- Resume
- Professional Photo (school photo)

3. Submit completed application and all supplemental materials by February 29 of academic year.

4. Prepare a 2-minute (or less) speech for SLC.

5. Prepare for and attend panel interview at SLC.

6. If elected, attend New State Officer Orientation at SLC.

Local Advisor for State Officer

Responsibility for student transportation first falls to the State Officer's parent/guardian. A local advisor/chaperone from the school district may choose to provide transportation to trainings and state officer meetings. Local advisors are also strongly encouraged to chaperone their officers at the International Leadership Conference and/or Washington Leadership Academy, unless replaced by a chaperone from their school, or a parent. Local advisors are asked to oversee the duties of his/her state officer and keep in contact with the State Director on matters concerning the state organization.

General Advisor Overview

"Mentor" is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a State Officer's local chapter advisor. From the moment a student considers running until his/her term of office ends, the advisor is a key figure.

The advisor counsels the student on the qualifications and duties of a State Officer and helps with the decision to run. The advisor guides the student through the process and serves as tutor and coach during the officer's term of office. The advisor signs off on the State Officer Application Code of Conduct verifying that the student understands his/her obligations and responsibilities.

The relationship between advisor and officer is critical to the success of the term of office. The officer must realize that the local advisor's signature on the application shows his/her support to the officer and organization.

The State Director will oversee the duties of the State Officers and keep in close communication with State Officer advisors: copying them on correspondence; alerting them to deadlines; notifying them if responsibilities are not being fulfilled; collecting forms/documentation for travel.

The local advisor should work closely with the State Director to keep him/her informed of the Officer's progress with projects, and any challenges that may arise. The local advisor should serve as liaison with the school counselor to assess any unforeseen challenges, help in evaluating the student's workload, and ascertain if resignation from office should be a consideration.

The local advisor is asked to accept responsibility for assisting officers and secure the endorsement and support of parents, school officials and employers, if applicable.

The local advisor is asked to submit written (e-mail is acceptable) verification of State Officer's monetary match for distribution of Montana HOSA State Officer stipend.

The local advisor is NOT obligated to provide transportation for the State Officer, but may choose to do so if parent/guardian is unavailable and his/her school district policy does not prohibit advisor's transportation service.

Note to Parent/Guardian of Candidate

Thank you for taking the time to help guide your student through the Montana HOSA State Officer candidacy process. The Montana HOSA Board of Directors and staff maintain high expectations for our State Officers. We offer support and guidance to help them grow through development of their communication, time management, conflict resolution, event planning, leadership, and teamwork skills.

Your student will be a role model for his/her peers. At an age when a student doesn't wish to go against the norm or stand out in a crowd, your student is choosing to stand before his/her classmates and fellow HOSA members to help guide them in supporting the state organization and its mission.

Your student will be an advocate for support of Montana HOSA. HOSA members are attuned to the growing need for access to quality healthcare in our rural state. State Officers are given the opportunity to interact directly with our state governor, legislative members, representatives, and senators to speak on behalf of Montana youth who wish to pursue healthcare career pathways. Additionally, they advocate for members of the communities in which they reside.

It's more than just the uniform - but we will admit that they do look sharp in official dress. Your student will be an ambassador and representative for the International HOSA organization, supporting its mission, motto, and creed. He/she will demonstrate what it means to LEARN, LEAD, SERVE, & INNOVATE.

Your student already serves as an inspiration Montana HOSA advisors and staff. There is no shortage of inspirational leadership and success quotes on the internet. These stellar students are examples of these quotes, and it is through their accomplishments that we are able to regenerate our efforts to improve and expand the state health science programs and the Montana HOSA organization.

Please, review the State Officer Code of Conduct and Job Description detailed in this handbook. Our Montana HOSA Bylaws offer details regarding State Officer function, positions and terms, and may be viewed under TEACHER, "Forms," at www.montanahosa.org. State Officer Meeting & Conference Dates are listed in the handbook as well. It is imperative that you communicate with your student about timelines and duties. Parent/guardian chaperoning and transportation may be required for mandatory events. Should you have any questions or concerns, you may contact your student's HOSA chapter advisor or contact the State Director.

Regardless of the outcome of State Officer selection, we wish the best for your student as he/she follows his/her passion to have an impact on the global health community.

Thank you,



Martha Robertson

State Director

Montana HOSA: Future Health Professionals

marthamthosa@gmail.com

Meeting & Conference Dates

February

Last Friday All State Officer Applications due to State Director

March

First day of SLC State Officer Lunch & Panel Interviews
Second day of SLC State Officer Orientation
State Officer speeches

June

Third week International Leadership Conference
2020 - Houston
2021- Orlando
2022 - Nashville
2023 - Dallas

August

Second week (3 days) State Officer Leadership Training (SOLT)

September

Third Week Washington Leadership Academy (WLA), Washington, D.C.
Third Thursday Participate in Board Meeting - President only

October

First Tuesday Fall Leadership Conference (FLC)

November

Second week HOSA Chat

February (odd years)

Second week Governor's Meeting, Helena
Third week HOSA Chat

March

Second week State Leadership Conference (SLC)

Montana HOSA Governing Body

Montana HOSA: Future Health Professionals is a registered 501c3 non-profit Career and Technical Student Organization (CTSO) operated under the direction of the Montana Office of Public Instruction (OPI) Career and Technical Education department. A Board of Directors oversees operations, and contracts with a .6 FTE State Director. The director is assisted by the Montana OPI Health Science Specialist who acts as the State Advisor and is paid through Montana OPI.

Montana HOSA: Future Health Professionals became a chartered state association of HOSA, Inc. in 2004, and adheres to the National HOSA and Montana HOSA Policies and Procedures. Operations of the chartered state association are overseen by a 20-member Board of Directors who represent Montana industry, education and government, including two (2) active teacher-advisors, and one alum member.

2019-'20 Board of Directors:

Natascha Robinson, Chair
Director, South Central AHEC
MHA: An Association of Health Care Providers

Frankie Lyons, Treasurer
Director MHA Program
University of Providence

Renee Erlandsen, Secretary
Health Science Specialist
Montana Office of Public Instruction c/o AHEC

Rachel Norris
Project Coordinator
Montana AHEC

Dawn Drahos
Advisor
Bozeman High School

Rebecca Shaw
Van Care Specialist
BlueCross BlueShield of Montana

Brian Williams
VP of Professional Services
Northern Montana Hospital

Joseph Schmier
Sr. Director of HR
North Valley Hospital

Amber Benes
HR/Marketing Coordinator
Community Hospital of Anaconda

Amber Walter
Advisor
Butte High School

Delilah Friedlander
Quality Specialist I
GlaxoSmithKline Biologicals

Kali Wicks
Senior Manager, Gov't Relations
BlueCross BlueShield of Montana

Wendi Fawns
Education Coordinator
Valley Oak Education Resource Ctr.

Claire Oakley, PhD
Program Dir., Population Health
Riverstone Health

Charles Smith, PhD*
Regional Administrator, Region VIII
SAMHSA

Tracy Baker
SBDC Regional Director
MCC Workforce & Outreach Coord.

Shane Sangrey
Diversity Specialist
UM Native Center for Excellence

Russell Motschenbacher
Health Science Division Director
Great Falls College-MSU

Rep. Kathy Kelker (D), HD 47, Billings
Montana State Legislature

Anika Melzer-Roush
Student Alumna Member
UM

Stipend & Expenditures

State Officer Mini-grants

Each year, the Montana HOSA Board of Directors approves an annual budget in which a line item, 6575, allocates \$3,000 for State Officer Mini-grants (5 X \$600). These mini-grants are matching grants to help supplement State Officer expenses incurred for travel to International Leadership Conference and/or Washington Leadership Academy. This is a single allocation. Any State Officer running for re-election, and securing a second term on the Student Executive Council, is eligible for a second mini-grant.

To receive a mini-grant, a State Officers must:

1. Generate \$600 or more of their own income through personal fundraising efforts.
2. Receive approval from their local advisor and request that local advisor submit letter/e-mail to the state organization verifying matching funds.

Uniform

Each State Officer is provided with the use of the official uniform of National HOSA which includes blazer with patch; tie/bow; skirt OR slacks, name badge, and officer pin. State Officers must complete the **Montana HOSA Uniform Order Form**. Uniforms are purchased, by Montana HOSA, through Awards Unlimited. Uniforms are laundered, at State Officer's expense, and returned by July of each academic year, unless officer is serving a second term. Students must provide, for their personal use, white dress shirt and blue/black shoes. Montana HOSA purchases State Officer polo shirts to be used for "casual dress" at WLA, SLC, and ILC. State Officers must provide, for their personal use, khaki slacks.

Chapter Expense Reimbursement

In the event that the local advisor/chaperone travels with a State Officer, the advisor's/chaperone's travel, meals, and lodging will be reimbursed. Perkins funding may affect reimbursement.

Student Expenses/Reimbursements

Date	Activity	Expense
3/11/20	State Officer Orientation	\$0 Hosted at SLC
4/20	Uniform Order Form Submitted*	\$0 unless items are damaged or lost
8/17-8/19	State Officer Leadership Training Emigrant, MT	Two RT mileage reimbursed. Lodging, materials, meals provided
9/20/20- 9/23/20	<i>WLA in D.C.</i>	\$500 registration; 3 nights lodging = 3 X \$65; Airfare = \$800. RT Total estimate = \$1,495
10/1/20	FLC	Format TBD
2/20	<i>Governor's Meeting (odd years)</i>	RT mileage reimbursement.
3/9/21	Day prior to SLC	RT mileage reimbursement. Dinner and hotel (one night) covered.
3/10-3/11	SLC	Additional chapter expenses TBD.**
6/25/20-6/28/20	<i>ILC</i>	\$90 registration; 4 nights lodging = 4 X \$75; Meals; any HOSA sponsored state officer workshop; Airfare = average \$900. Total Estimate = \$1,700
6/20	Laundering uniform & shipping	\$40
Mandatory Officer monetary expense		\$150 - \$200 (includes chapter expenses)**

*Student must provide own blue or black shoes and white dress shirt

**Affiliation = \$20; Registration = \$55. Additional bus and meals are calculated by local advisor.

Optional, ILC leadership workshops can range from \$25-\$50

Required

Uniform Order Form

Due: March 31

Scan and e-mail (please, no cell phone photos) to marthamthosa@gmail.com or mail to:
Montana HOSA, PO Box 170520, Bozeman, MT 59717.

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Sizes are not small, medium, large. Please list estimated size. If necessary, consult a local department store clerk for comparables. Items to be checked-out:

- | | | |
|--|-----------------------|-------|
| <input type="radio"/> Official Men's HOSA Blazer | (\$92.50) Size 36-42 | _____ |
| <input type="radio"/> Official Men's HOSA Blazer | (\$107.50) Size 44-56 | _____ |
| <input type="radio"/> Official HOSA Women's Blazer | (\$92.50) Size 0-20 | _____ |
| <input type="radio"/> Official HOSA Women's Blazer | (\$107.50) Size 22-28 | _____ |
| <input type="radio"/> Official HOSA Men's Slacks | (\$48.00) Size 28-42 | _____ |
| <input type="radio"/> Official HOSA Men's Slacks | (\$54.00) Size 44-56 | _____ |
| <input type="radio"/> Official HOSA Women's Slacks | (\$48.00) Size 0-20 | _____ |
| <input type="radio"/> Official HOSA Women's Slacks | (\$54.00) Size 22-28 | _____ |

OR

- | | | |
|--|----------------------|-------|
| <input type="radio"/> Official HOSA Skirt | (\$48.00) Size 0-20 | _____ |
| | (\$54.00) Size 22-28 | _____ |
|
 | | |
| <input type="radio"/> Official HOSA Women's Bowtie (\$16.00) | | |
| <input type="radio"/> Official HOSA Tie (\$21.00) | | |
| <input type="radio"/> Name Badge (\$15) | | |

Total Value of Items I am Checking Out: _____

Dates I will have the above items: June 1

Due Back to Montana HOSA on: July of following academic year.

Mail to: MONTANA HOSA, PO BOX 170520, BOZEMAN, MT 59717

By signing below, I understand I am responsible for the use and care of the Montana HOSA uniform items during the duration for which I have them checked-out. I will not make any permanent alterations to garments without expressed consent of the organization. Officer name badge need not be returned, but cost of replacement, if lost during term, is responsibility of the State Officer. Officer pin and polo remains property of the State Officer. If for any reason, I am not able to return the uniform to Montana HOSA by the agreed-upon date, I agree to pay for the replacement cost of the items, as indicated above.

Signature of Student: _____

Signature of Parent/Guardian: _____

Signature of Chapter Advisor: _____

International Executive Student Council Officer Candidacy

1. Candidates for each International office shall submit a required nomination form to the International HOSA Office via their respective state association prior to the annual International Leadership Conference by a date designated by the board. This information shall then be given to the Chairman of the Nominating Committee.
2. Candidates must be a junior or senior in high school and have a minimum of a 3.0 GPA on a 4-point scale.
3. The information shall include verified statement of academic performance during the full school year previously completed; a statement of support and the signatures of the school principal, career and technical education director or dean, the local chapter advisor and parent/guardian; record of offices held in MT HOSA, including the affiliated state association or local chapter. Candidates must also complete and have signed by a parent/guardian, a International Officer's Travel Policy Statement and any other forms required by the Nominating Committee.
4. If elected, candidates must purchase their own official uniforms, and must make arrangements to have the official uniform during officer training immediately following the International Leadership Conference during which they were elected.
5. International officers may not serve for more than one term with the exception of President-Elect.
6. International officers may NOT serve concurrently as an International and State Officer. Elected International Officers who hold state office must resign their state officer position. If elected to serve as a International officer, he/she will serve as an ex-officio member of the state officer team for the following school year.
7. State associations in good standing may submit only ONE candidate per office and submit no more than four (4) candidates; two (2) secondary and two (2) postsecondary/collegiate.
8. In the event of a vacancy in the office of president, the president-elect shall succeed to that office. In consultation with the executive council, other vacancies in International offices may be filled by appointment by the HOSA, Inc. executive board from the list of nominees for that office. When no previous candidate for that office is available, the HOSA, Inc. Executive Board may select another qualified candidate.
9. Candidates must attend the International Leadership Conference to participate in the election process.

International Executive Council Positions:

President

President-Elect

Western Region Vice President

Central Region Vice President

Eastern Region Vice President

Postsecondary/Collegiate Vice President

Secondary Board Representative

Postsecondary/Collegiate Board Representative