



# WCS HOSA Executive Officer Handbook

*Updated February 2018*

# WCS HOSA Executive Committee



## Name

This chapter name is Health Occupations Students of America - Westbury Christian School Chapter (WCS HOSA).

## Purpose

**Chapter:** WCS HOSA is a branch of Health Occupations Students of America (HOSA); it's made up of future health professionals who encourage all aspiring health professionals at WCS to pursue their dreams. The goal of WCS HOSA is to help train and encourage future health professionals, and empower those who will positively impact our world in influential ways.

**Executive Committee:** The WCS HOSA Executive Committee leads the chapter in all activities, programs, meetings, and other opportunities that may arise during the school year. Tasks include formulating weekly agendas, holding meetings, preparing for the Fall and Spring Leadership Conferences, and planning special events and trips.

## Executive Committee Structure

The Executive Committee consists of the President, Vice President, Secretary, Treasurer, Reporter/Public Relations Officer, and Historian. Each officer is elected by the members of the chapter. Meetings are held when announced by the President to prepare agendas for general meetings and special events.

## Qualifications

Any member running for an executive position **must have been an affiliated member for at least a year**. However, a member who joins by September of the present year **must be recommended by a current executive officer to run**. The person must also be able to perform the duties of the position accordingly. Individuals running for office must be interested in an aspect of the medical field (e.g. pediatrics, optometry, forensics, etc.). Officers who are currently serving can still run for the same or different offices the following year. On election day, current officers can endorse a candidate for their office.

## Nominations & Elections

Elections take place in the spring, therefore the new Executive Committee should be established by the beginning of May, towards the end of the school year. The elections take place in the spring of the school year prior to the year the elected candidate(s) will serve. On election day, candidates will be allowed to present a short speech to the members. After all speeches are presented, members will cast and drop their votes in a ballot box, which will be tallied by the advisors. The candidate with the greatest number of votes will be elected. Should there be a tie, the advisors can cast their ballots to break the tie.

## Duties

As the chapter is student-run, the officers of the Executive Committee are expected to operate at a high standard and follow parliamentary procedure. Also, **all officers are obligated to attend the Fall Leadership Conference**. The duties and responsibilities for the executive officers are listed below:

### President

- Presides over and conducts meetings according to chapter rules
- Serves as chair of executive committee; liaises with other chapters, hospitals, and public officials in Houston
- Plans agendas with the executive committee; coordinates activities with advisors and vice president
- Keeps chapter meetings and activities on task; enforce parliamentary procedure during general meetings

### Vice President

- Assists the president in all leadership functions
- Serves as chair of the Special Events Committee
- Plans weekly agendas with the president
- Assumes the office of president should it be vacated

- Coordinates and oversees all committees



### *Secretary*

- Prepares and reads the minutes/other communication of meetings at chapter meetings
- Helps develop meeting agendas with the president and vice president
- Keeps attendance roll at all chapter meetings
- Prepares all written documents and reports pertaining to the chapter
- Works with the treasurer in keeping the membership list and distributing chapter membership cards/pins

### *Treasurer*

- Serves as chair of the Financial Committee
- Keeps an account of all chapter funds
- Collects all state and national HOSA dues
- Keeps membership records in coordination with the secretary
- Assists in preparing the chapter budget
- Assists in the payment of chapter bills
- Coordinates all fundraising efforts

### *Reporter (Public Relations Officer)*

- Serves as chair of the Public Relations Committee
- Keeps written records of chapter successes and outstanding achievement by chapter members
- Gathers and classifies chapter news; contacts local media to inform them of exceptional chapter activities
- Submits articles of chapter activities to local newspaper, state and national HOSA office
- Coordinates the publication of a chapter newsletter
- Submits chapter newsletter in the National HOSA Chapter Newsletter event

### *Historian*

- Maintains a history of local HOSA chapter activities throughout the year
- Compiles the local chapter's Outstanding HOSA Chapter book; presents at state/national conference
- Chapter photographer

### **Terms**

The term for all officers will last one (1) school year, but all members will be able to run for the same or another office the following year.

### **Meetings & Events**

General meetings are usually to be as announced by the president and advisors in a designated room during SACT time. Executive meetings are also held when announced by the president. Executive meetings can take place on or off campus, or over the phone. Guest speaker events are to be held on designated days in the Partain Library (upper school library) at a specified time.

### **Resignations/Replacements**

In the event that the president resigns during the school year, the vice president will fill the presidential role. Every committee member will replace the member above them, should the circumstance arise.

### **Attendance**

**It's important for all officers to be present at every meeting.** If an officer has to miss a meeting occasionally, the officer should inform the president. If an officer can't attend a majority of the meetings held that year and/or cannot carry out their duties due to continual absences, it is recommended that they resign from their office in order to maintain efficiency within the committee. It is highly discouraged that an officer misses multiple meetings without prior approval and, should the event arise, the advisors will take the appropriate actions necessary to maintain efficiency in the committee.