

MN HOSA Chapter Officer Homework Tracker – SAMPLE

This tracker helps local officer teams stay organized and accountable. Tasks should be specific, time-bound, and updated weekly. This is not a report — it's a working document to help your team know what's due and when.

Assigned to	Task	Submit By	Hours + Deliverables	Status
ALL	Plan and promote first guest speaker event	9/20	Email 3 potential speakers, finalize one	President Not star... ▾ VP/President-Elect Not star... ▾ Secretary Not star... ▾ Treasurer Not star... ▾ Activities Coordinator Not star... ▾ Public Relations Not star... ▾ Competitive Events Coordinator Not star... ▾
	Confirm Fall Fundraiser plan	9/25	Add plan to shared doc + confirm with advisor	President Not star... ▾ VP/President-Elect Not star... ▾ Secretary Not star... ▾ Treasurer Not star... ▾ Activities Coordinator Not star... ▾ Public Relations Not star... ▾ Competitive Events Coordinator Not star... ▾

President	Meet with advisor to go over club account access	9/18	Notes from meeting	Not star... ▾
VP/ President-Elect	Help finalize fundraiser timeline	9/25	Add to chapter Plan of Work	Not star... ▾
Secretary	Record minutes from 9/10 officer meeting	9/11	Link to Google Doc	Not star... ▾
Treasurer	Collect names + payments for member dues	9/22	Update spreadsheet	Not star... ▾
Activities Coordinator	Draft outline for October service project	9/20	Google Doc with project ideas	Not star... ▾
Public Relations	Make recruitment post for CE events	9/13	Instagram post + story draft	Not star... ▾
Competitive Events Coordinator	Lead CE selection activity at next meeting	9/15	Bring CE event matching handouts	Not star... ▾

Please update each week by Monday at 11:59 PM. You may only update the Hours/Deliverable and Status columns after that unless otherwise approved.