HOSA Officers

DUTIES OF CHAPTER OFFICERS

President:

- Conduct meetings according to chapter bylaws and standing rules
- Take the leadership role when working with officers and members
- Develop Program of Work and coordinate activities with chapter advisor
- Keep chapter meetings and activities on task
- Appoint committees and serve as an ex-officio member

Vice President:

- Assist the president in all leadership functions
- Preside over chapter activities in the absence of the president
- Assume the duties of president should the office be vacated
- Coordinate all committee work

Secretary:

- Prepare the minutes of meetings, chapter correspondence and reports
- Help develop meeting agendas with the president
- Record the roll at all chapter meetings
- Work with the treasurer in maintaining membership data
- Read minutes and communications at chapter meetings

Treasurer:

- Maintain efficient management and documentation of chapter funds
- Help collect state and national HOSA dues
- Keep financial records neat and accurate
- Assist in preparing the chapter budget

Historian:

- Maintain a history of local HOSA chapter activities throughout the year, they may want to save this in a notebook or make a slideshow

• Compile the local chapter's Outstanding HOSA Chapter book

• Present the Outstanding HOSA Chapter book at Competition

Reporter (not an official position; Historian will do this):

• Maintain written records of chapter successes and achievements

• Submit articles to local newspapers, state and national HOSA

• Coordinate the publication of chapter newsletters

• Submit chapter newsletter in the National HOSA Chapter Newsletter event

Some chapters also elect a:

Parliamentarian (not an official position; Secretary will do this):

• Watches over meeting and enforces the use of correct parliamentary procedure

Sergeant at Arms (not an official position; President and Vice President will do this):

• Helps to maintain order (not that anything in a HOSA meeting is likely to get out of order)

Classroom Representative (one per classroom):

• Helps to keep members informed