

DC HOSA State Officer Job Descriptions

President

- Serves as the primary leader and official representative of DC HOSA
- Presides over all state-level events and business meetings
- Develops and oversees the implementation of the annual program of work, with assistance from the Executive Council and State Advisor
- Makes committee appointments in collaboration with the Vice President
- Leads Executive Council meetings and ensures efficient decision-making processes
- Acts as a liaison between DC HOSA and HOSA Headquarters
- Motivates and guides other state officers in their roles and responsibilities
- Promotes the general welfare and growth of DC HOSA throughout the state
- Represents DC HOSA at national conferences and events
- Collaborates with the State Advisor to address organizational challenges and opportunities
- Ensures compliance with HOSA Headquarters requirements and DC HOSA bylaws
- Mentors the President-Elect to prepare them for future leadership
- Delivers speeches and presentations at various HOSA events and functions
- Actively participates in membership recruitment and retention efforts
- Fosters relationships with sponsors, partners, and stakeholders

President-Elect

- Serves as an understudy to the current President, learning the responsibilities of the role
- Assists the President in developing and implementing the annual program of work
- Represents DC HOSA at events and meetings as delegated by the President
- Prepares to assume the role of President for the following term (therefore would run for election as a rising Junior)
- Collaborates with other officers to promote DC HOSA and support its mission

Vice President

- Supports the President and President-Elect in their duties
- Oversees committee appointments in collaboration with the President
- Ensures proper parliamentary procedures are followed during meetings
- Assists in planning and executing state-level events and conferences
- Steps in to lead meetings or events if the President and President-Elect are unavailable
- Manages / Creates the Annual Community Service Project

Historian / Reporter

- Manages DC HOSA's social media accounts and online presence

- Creates and distributes press releases and promotional materials
- Coordinates with local media to increase awareness of DC HOSA activities
- Develops strategies to enhance DC HOSA's public image and member engagement
- Collaborates with other officers to showcase DC HOSA achievements and events

Secretary

- Records minutes of all Executive Council meetings and state-level events
- Maintains accurate records of DC HOSA activities and decisions
- Manages correspondence on behalf of the Executive Council
- Assists in creating and distributing official DC HOSA communications
- Supports other officers in administrative tasks as needed

Recommended Committees (subject to change as needed)

1. Program of Work Committee
 - Led by the President and President-Elect
 - Develops and oversees the annual program of work
 - Aligns activities with HOSA's strategic goals
2. Membership and Chapter Relations Committee
 - Led by the Vice President
 - Focuses on membership recruitment, retention, and engagement
 - Supports local chapters and promotes chapter development
3. Public Relations and Communications Committee
 - Led by the Public Relations Officer
 - Manages social media, press releases, and promotional materials
 - Coordinates with local media and partners to increase HOSA visibility
4. Leadership Development Committee
 - Collaboratively led by all officers
 - Organizes leadership training activities for members
 - Plans and executes state leadership conferences and workshops
5. Competitive Events Committee
 - Overseen by the State Advisor and Secretary and supported by other officers
 - Coordinates competitive events at state conferences
 - Ensures alignment with national HOSA competitive event guidelines
6. Community Service and Partnerships Committee
 - Collaboratively led by all officers
 - Develops and implements community service initiatives
 - Establishes and maintains partnerships with health organizations and sponsors