

Chapter Responsibilities

Make a [plan of work](#) that contains these things. Each week have a local officer meeting to touch base with your team about the progress.

- Fundraise
 - Raise money to support your chapter's costs (conference fees, T-shirts, supplies).
 - Fundraise for a cause outside your chapter too (example: a hospital foundation, NMDP (HOSA's International service project), disaster relief fund).
 - List of ideas [here](#)
- Service Projects
 - Organize at least one service project each semester (examples: food drives, care packages for healthcare workers, holiday cards for nursing homes).
 - List of ideas [here](#)
- Guest Speakers
 - Bring in at least one speaker per quarter.
 - Involve members — make a Guest Speaker Committee to help find people! (Example: someone who volunteers at a hospital might know a doctor or nurse to invite.)
- Social Media
 - Every chapter should have an Instagram page.
 - Post updates, events, and highlights from your chapter activities.
 - Interact with MN HOSA's Instagram content (like, comment, share).
 - Watch out how to social media webinar [here](#)
- Mandatory Chapter Meetings
 - At least one required meeting per month. Always have an activity at mandatory meetings. Find list [here](#).
- Optional Fun/Work Meetings
 - Host one optional meeting per month for a fun activity (holiday cookie decorating, trivia, movie night, competitive event work day) or for extra event prep.
 - Many chapters make a certain quota of extra meetings people need to attend a semester in addition to mandatory meetings.
 - Ideas [here](#)
- Competitive Events
 - Encourage every member to pick and work on a competitive event.
 - Offer occasional practice sessions, workshops, or study groups.
 - Have everyone use [this form](#) to help select an event that's right for them
- Member Involvement
 - Let members help make decisions!
 - Create small committees for fundraising, service projects, event planning, etc.
 - When members help plan activities, they are much more likely to show up and stay engaged.
- Communication with State Officers

- Every chapter is in a group chat with your assigned State Officer Representative.
- Officers should check the group chat regularly for updates.
- Please reach out to your state officer if you have questions — they're there to help you!
- Promote State Event Attendance and Register Members:
 - Washington Leadership Academy (WLA) in Washington, D.C. – September 25–29, 2025
 - Fall Leadership Conference – October 31, 2025 – St. Paul RiverCentre, St. Paul
 - MRC Camp – December 4–6, 2025 – Camp Ripley
 - Mid-Winter Region 1 – January 5, 2026 – Hennepin Technical College, Eden Prairie
 - Mid-Winter Region 2 – January 7, 2026 – Anoka Technical College, Anoka
 - Mid-Winter Region 3 – January 9, 2026 – RCTC Heintz Center, Rochester
 - CTSO Day at the Capitol – February 2026, Date TBD
 - State Leadership Conference – March 9-11, 2026 – River's Edge Convention Center, St. Cloud

Calendar Version: What Your Chapter Should Be Doing Throughout the Year

A strong HOSA chapter builds momentum by balancing meetings, competitions, leadership, and community involvement throughout the school year. Below is a guide to what your chapter should focus on month-by-month.

August / September

- Host a few interest meetings for new and returning members.
 - [PPT Here](#)
 - Recruit members through activity fairs, [flyers](#) ([options](#) if [needed](#)), and [social media](#).
 - [Elect local officers](#) (if not already done) and create a Plan of Work (fundraisers, events, goals). [Example Here](#).
 - Begin affiliation: collect dues and register members through the HOSA system
 - [How to Register Here](#)
 - Introduce competitive events and help members start choosing theirs.
 - [PPT Here](#)
 - Register your chapter for Fall Leadership Conference (FLC)
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October

- Hold regular chapter meetings (every 2 weeks recommended).
 - [See our chapter kits from last years for ppts](#)
- Plan and conduct a small fundraiser if needed.

- Host a guest speaker or career exploration event .
 - Register your chapter for Fall Leadership Conference (FLC)
 - Attend Fall Leadership Conference on October 31st in St. Paul
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November

- After FLC: Debrief with your chapter about what they learned and next steps.
 - Continue working on competitive events —
 - Form study/practice groups.
 - Register for MRC Camp and Mid-winter
 - [See our chapter kits from last years for ppts](#) and pictures
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December

- Host a chapter social or small service project (like holiday cards or volunteering) .
 - Focus on finishing competition event selection and early preparation.
 - Fundraise if needed for winter and spring events.
 - Attend MRC Camp on December 4–6, 2025 at Camp Ripley
 - Register for Mid-winter
 - [See our chapter kits from last years for ppts](#)
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January

- Attend the Midwinter Competition.
 - Mid-Winter Region 1 – January 5, 2026 – Hennepin Technical College, Eden Prairie
 - Mid-Winter Region 2 – January 7, 2026 – Anoka Technical College, Anoka
 - Mid-Winter Region 3 – January 9, 2026 – RCTC Heintz Center, Rochester
 - Use competitive event experience from mid-winter to keep preparing for the State Leadership Conference (SLC).
 - Host a competitive event workday or study night prior to midwinter.
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February

- Fundraise if needed for State Leadership Conference costs.
- Register for SLC, closes mid-february
 - [See our chapter kits from last years for ppts](#)
- Begin planning chapter community service projects.
- Finalize competitive event preparation and paperwork.

March

- Attend the State Leadership Conference (SLC) .
 - State Leadership Conference – March 9-11, 2026 – River's Edge Convention Center, St. Cloud
- Publicize SLC travel and packing expectations at meetings.

March / April

- Celebrate your chapter's successes!
- Recognize members who competed, placed, or made significant contributions.
- If qualifying for ILC, begin planning for international competition.

April / May

- Host an end-of-year banquet, celebration, or awards night .
- [Elect next year's local officers.](#)
- Reflect: What went well this year? What can improve next year?

June / July (Optional)

- Attend the International Leadership Conference (ILC) if qualified .
 - Hold an optional chapter summer meeting or social.
 - Plan for the upcoming year with new officers.
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