



National Officer Candidacy Procedures

NATIONAL OFFICER CANDIDACY PROCEDURES

This packet contains guidelines and information for Nevada HOSA members interested in running for a National HOSA Office

Deadline: April 10

Serving as a national officer of HOSA is one of the highest honors a member can achieve in the organization. As such, Nevada HOSA requires that all candidates interested in running for National HOSA office be approved by the Nevada HOSA National Officer Screening Committee before they are eligible to run for National Office.

The purpose of this document is to outline the Nevada HOSA National Officer Candidacy Procedures. Candidates must abide by ALL requirements outlined in this document. Failure to comply with any of the requirements listed in this document could result in the candidate not being allowed to run for National Office. However, it is possible for a candidate who has complied with all of the requirements in the packet to still be denied the chance to run for National Office if in the opinion of the Screening Committee the candidate is unprepared to run or would be unable to faithfully and effectively serve as a National Officer if elected.

Nevada HOSA is allowed to nominate one (1) candidate per office but no more than four (4) total candidates; two (2) secondary and two (2) postsecondary/collegiate members. If approved by the screening committee a requirement of remaining an approved candidate is working closely with the Nevada HOSA State Staff throughout each step of the candidate preparation process. Failure to do so could result in the candidate being removed as a candidate for national office.

The following are the requirements that must be complied with in order for a candidate to be eligible to run for National Office. *(Nevada HOSA reserves the right to amend these requirements upon due notification to officer candidates up to and until one week prior to the scheduled screening interview.)*

1. Candidates MUST notify the Nevada HOSA Executive Director, Mike Oechsner, of their intent to seek National Office and therefore participate in the National Officer Screening Process no later than **April 10 via the online submission form located at <https://trileadership.wufoo.com/forms/nevada-hosa-national-officer-candidate-materials/>**. All materials/requirements in this document must be complete and submitted by this date and time by email. Once the form is submitted a confirmation of receipt will be sent to the candidate within 24 hours. If no reply is received within 24 hours the candidate should call Nevada HOSA to confirm that the email was delivered.

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2. The candidate must participate in a Nevada HOSA National Officer Screening Interview to be scheduled by the Nevada HOSA State Staff during the month of **April** in the year they intend to run for office. The Nevada HOSA National Officer Screening Committee will consist of members of the Nevada HOSA State Staff, at least one member of the Nevada HOSA Board of Directors, and at least one student representative (preferably a State Officer not seeking National Office). The candidate will be notified of the date of the interview with at least one week's notice. The interview will either be held in person or via conference call. If the interview is held via conference call the candidate is required to submit ALL required materials to every member of the committee either by fax or email with confirmed receipt prior to the start of the interview.
3. The candidate must meet the following requirements to be eligible to run:
 - Candidates must have at least junior classification in high school.
 - Candidates must have a minimum of a 2.5 GPA on a 4-point scale.
 - Candidates must be active, paid member of HOSA at the time of the screening interview.
4. The candidate must be holding or have held a state or chapter office. It is **strongly encouraged** that candidates running for National Office have already served as State Officers.
5. Once approved, the candidate's official application is due to Nevada HOSA no later than **April 30** for final review prior to being sent to HOSA, Inc.

Detailed Description of Required Materials

Letter of Intent

This letter should be written to the nominating committee and should explain your goals and objectives for wanting to serve as a national officer. What would you hope to achieve while serving as a national officer? This letter should encourage the Nevada HOSA National Officer Screening Committee to nominate you to run for national office. The letter should also include your intentions for the year you would serve as a national officer.

Resume

The resume must be no more than one-page in length and should include the following items:

- Your full name, school, state and current grade level.
- HOSA Achievements: i.e. offices held (location, state, and national)
- Number of years you have been in HOSA
- Other Achievements: i.e. honors, awards, and offices held in other organizations
- Summary statement explaining “Why You Want to be a HOSA National Officer”

Letters of Recommendation

Three (3) letters of recommendation who can attest to the professional aspects of your personality and your ability to be a team player and a leader. The letters must be from the following individuals: a.) chapter advisor; b.) school administrator and c.) business/community member.

Transcript

You must submit a transcript. The transcript must include a written description of explanation of the grading procedure and must be signed by a school official.

National Officer Application

Candidates must also include all required forms included in National HOSA’s national officer candidate application (available upon request from the State Director after February 15), including:

- Signed National Officer Travel Policies form
- Completed Nomination Form for National Officers
- Signed Statement of Support (state advisor will sign once approved)
- Completed Candidate Information Sheet