



2025 - 2026 STATE OFFICER CANDIDATE GUIDE



CONGRATULATIONS!

The decision to run and serve as a Maryland HOSA State Officer is one that sets a person apart as one of the most dedicated and driven leaders in our organization. State officers serve as the leaders of Maryland HOSA and represent the organization to industry professionals, community leaders, education officials, community partners and most importantly the state membership.



Running for office and serving as a State Officer will be a positive, life-shaping opportunity. The *Maryland HOSA Candidate Guide* details the important issues of State Officers and provides the specific election process, procedures, and applications.

All applications for Maryland HOSA State Office are due to the Maryland HOSA State Office by June 2, 2025.

Michael Korda, famous writer/novelist, once said, "In order to succeed we must first believe we can." Maryland HOSA believes in you, and we are eager to assist you in running for state office. Please contact us with any questions. Our best wishes for great success!

Jane Shovlin
State Advisor
stateadvisor@marylandhosa.org



The Maryland HOSA State Officers

The Maryland State Officers may consist of the following state officer positions. Although applicants for state office may state their interest in a state officer position, all applicants will be appointed by the MDHOSA Advisory Board:



State President

- Serves as the student leader and key representative of the State Officers
- Leads the State Officer projects, activities, and meetings.
- Serves as student representative on the Maryland HOSA Advisory Board
- Leads and represents all student members of Maryland HOSA

Vice President

- Serves as student representative on the Maryland HOSA Advisory Board
- In the absence of the President, the Vice President assumes the duties and responsibilities of State President
- Leads and represents all student members of Maryland HOSA

Secretary

- Records all minutes of state officer meetings and the annual business meeting.
- Serves as key leader for communications to the entire Maryland HOSA State Charter
- Receives all official correspondence to the State Officers.
- Leads and represents all student members of Maryland HOSA

Reporter

- Serves as key leader for keeping the history of Maryland HOSA and its involvement and achievements. This includes working with state staff to develop and capture all events and items at the state and local level.
- Serve as the coordinator of all social media postings - Facebook posts, Twitter messages, blog updates, etc.
- Leads and represents all student members of Maryland HOSA



Duties and Responsibilities

The State Officers are governed by the Maryland HOSA Bylaws and Policies and Procedures developed by the Advisory Board. All officers serve as an extension of the state and national organization with the distinct purpose of advancing the mission of HOSA by providing dynamic leadership, services, communication, and support to local chapters.

State officers are student ambassadors, leaders, and role models for Maryland HOSA. In order to fulfill the important responsibility of serving members and advancing Maryland HOSA, state officers are required to attend meetings and perform specific leadership duties.

General Duties of State Executive Council

- Lead the general student membership of Maryland HOSA.
- Use voting privileges at all Maryland HOSA State Officers meetings and on designated committees.
- Communicate regularly and respond promptly to all inquiries for information. All correspondence must be reviewed by the State Advisor/Coach.
- Represent Maryland HOSA with excellent standards of professionalism, etiquette, and public relations to promote HOSA.
- Submit articles for the Maryland HOSA Online Newsletter.
- Complete all the required reporting documents and keep the State Advisor updated on progress.
- Contribute to the planning, preparation, and implementation of Maryland HOSA conferences.
- Work with the Advisory Board and Management Team to deliver leadership to Maryland HOSA membership through social media, chapter visits, and other Maryland HOSA sponsored events and activities.
- Fulfill the duties of appointed office, including attendance at all meetings, events, and conferences.
- Complete all assignments and projects in a timely manner.
- Commit to one year of service as a Maryland HOSA State Officer.



Candidate Qualifications

All candidates must:

- Be an active Maryland HOSA member in good standing in a Maryland HOSA local chapter at the school/district in which they are enrolled.
- Be committed to living in Maryland for the entire duration of term in office.
- Have not already served two (2) terms.
- Have a cumulative 3.0 GPA and maintain that GPA throughout term in office.
- Have taken or currently enrolled in a health science education course, completed a sequence in a health science education program or be interested in a career in healthcare.
- Be recommended by the local chapter advisor and endorsed by their chapter.
- File a completed State Officer Application by the Maryland HOSA deadline.
- Be able to attend the state officer orientation meeting in August (TBD).

Qualifications and Procedures





Election Procedures for State Office

1. Applicants for state office must submit the completed State Officer Application by **June 2, 2025. This is a receipt deadline.**
2. All applicants will take an exam based on HOSA facts and basic parliamentary procedure.
3. All applicants will participate in a video interview with the Nominating Committee in **July 2025.** (Appointment times will be emailed out after June 30, 2025.)
4. The Advisory Board considers the applications, exam scores, and interview and appoints approved applicants as candidates for state office. The Advisory Board will appoint the candidates for a position to serve for that year.
5. Candidates for State Office will each give a 2-minute speech, the link to the speech to be included in their application.
6. For the first few years, state officers will be appointed by the MDHOSA Advisory Board.
7. In the case of a tie, a run-off election will be held.
8. The newly elected state officers will be announced by email and social media.
9. Newly elected state officers assume the year of service at the beginning of August in the year they were appointed as soon as the officers are announced.



Procedure for Virtual Interviews

Qualifications and Procedures

Once you submit your application will receive notification that your application was complete. Approved candidates will participate in a virtual interview. The interview representatives may consist of the current or past state officers, chapter advisors, board members, and/or Maryland HOSA staff. The interviews will be approximately 15 minutes in length.

Interviews will take place in **July 2025**. You will receive an appointment time and link for an interview. Failure to attend the interview may result in immediate disqualification. In the case that you are not able to make your interview, please contact the State Advisor at stateadvisor@Marylandhosa.org.



Campaign Questions & Eligibility

Questions regarding campaign procedures or candidate eligibility may be directed to stateadvisor@marylandhosa.org or Jane Shovlin, State Advisor, at (520-820-5840)

It is never too early to start planning! To be successful, please take note of the following rules and tips to help you prepare for the campaign.

Rules

1. Campaign speeches will not exceed two (2) minutes.
2. **Social media may not be used for campaigning.**



Campaign Speech Tips

1. Campaign speeches should include your qualifications for state office as well as your platform. The candidate platform should include goals, ideas, and initiatives that will advance the mission of Maryland HOSA.
2. Campaign speeches should exhibit a thorough understanding of how Maryland HOSA works. It should be aimed at what is best for all members of Maryland HOSA, not simply the needs of any particular local chapter.
3. Practice, practice, practice! Effective campaign speeches should not be read or delivered impromptu. Do not “wing” the campaign speech! Campaign speeches are the time to inspire. Be creative! Think of an appropriate theme, slogan, or acronym that helps the board remember you.
4. Deliver with purpose and power! The way the campaign speech is presented is just as important as the words spoken. Use good eye contact. Smile. Use appropriate hand gestures. Speak with conviction and enthusiasm. Vary speaking tone, rate, pace, and volume. Speak clearly and enunciate!



5. Know the issues and the organization! Following the campaign speech, members have the opportunity to ask questions of each of the candidates. Questions will be related to HOSA, leadership experiences and what you intend to do if elected to state office. You should practice answering questions with your advisor and chapter to prepare.