



OKLAHOMA NEW ADVISOR



www.okhosa.org

Keep in mind...

First things first. You don't need to know it all to be a good HOSA advisor. You do need to understand the purpose of HOSA: **The purpose of HOSA is to promote career opportunities in health and to prepare students to successfully pursue a health career. With that in mind, here are some words of wisdom for you to consider.**

1. HOSA is a student-led organization. HOSA members should do the leading and you should do the "advising."
2. The BEST HOSA activities support the purpose. No two HOSA chapters will look alike, so don't compare your chapter activities with what others are doing. Measure your success by the growth and achievements of your chapter members.
3. Don't keep it a secret. Be proud of what your HOSA members are doing and use every opportunity at your disposal to herald their achievements.
4. Make sure your chapter members are doing the work. If you are working harder than your students consider the purpose of HOSA and make the needed changes.
5. You don't need to do it ALL, but you need to do something. Start off sponsoring a HOSA chapter from day one and let your chapter members set the pace.
6. Be patient with yourself. There is a lot to learn about managing a student organization. Some of what you need to know is in this handbook. Some things you will learn from colleagues. The rest, you will figure out yourself with time.
7. Don't get discouraged. Youth do not always do what we expect them to do. When they mess up, it isn't personal.
8. HOSA is supposed to be fun! Look around. Make sure all HOSA members have a reason to feel good about HOSA. Encourage – don't pressure. Celebrate the good and use the bad to improve. But most of all, sit back and watch HOSA members achieve and succeed – the real reward for sponsoring a HOSA chapter

Major Events Timeline

August/September-

- Affiliate students in your chapter
[Affiliation video link](#)

October-

- Register students and attend Fall Leadership Conference

February-

- Oklahoma HOSA Week- participate in social media activities
- Register for State Leadership Conference
- Round One Testing

April-

- Attend State Leadership Conference
- Register for Camp Ignite

May-

- Register graduating seniors and post-secondary completers as alumni at www.hosa.org/alumni

June-

- Camp Ignite
- International Leadership
Conference for state winners

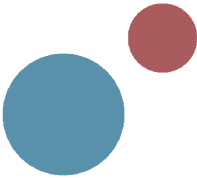
Sample Program of Work

WHAT? The Program of Work is a plan of activities an organization wants to accomplish during the year. Most chapters will have a planning meeting at the beginning of the school year to plan out their chapter events for the year.

WHY? The Program of work should relate to the mission and goals of HOSA and meet the educational objectives of the Health Science clusters. A well-balanced Program of Work involves members in a variety of experiences designed to meet their needs, as well as the needs of the organization, local chapters, and the community.

HOW? As the program of work is initiated by members, it is important to have buy-in from the start of your members. Remember things may be added and removed as the year goes on, but a program of work gives your group an outline of the things they would like to accomplish.

September • Officer installation • Develop Plan of Work to determine what activities the chapter will be involved	October • Attend HOSA Fall Leadership • Guest speaker at chapter meeting	November • Sponsor a family at Thanksgiving • Donate food to health department food drive
December/January • Toys for Tots collection • Fundraising for HOSA National Service Project	February • Round 2 testing for competitive events	March • Guest speaker at chapter meeting
April • HOSA State Conference	May • Alumni Registration for graduating seniors and post-secondary completers	June • Camp Ignite • Attend the International Leadership Conference



Chapter Officer Roles

President

- Conduct meetings according to chapter bylaws and standing rules
- Take the leadership role when working with officers and members
- 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

Secretary

- Prepare the minutes of meetings
- Help develop meeting agendas with the president
- Record the roll at all chapter meetings
- Read minutes and communications at chapter meetings

Treasurer

- Maintain efficient management and documentation of chapter funds
- Lead efforts for fund raising for the National Service Project (NMDP)

Historian/Reporter

- Maintain a history of local HOSA chapter activities throughout the year,(this may be in the form of a newsletter, yearbook, end of year slideshow, etc.)
- Enter newsletter for HOSA Happenings

Some chapters also elect

Parliamentarian or Sergeant at Arms

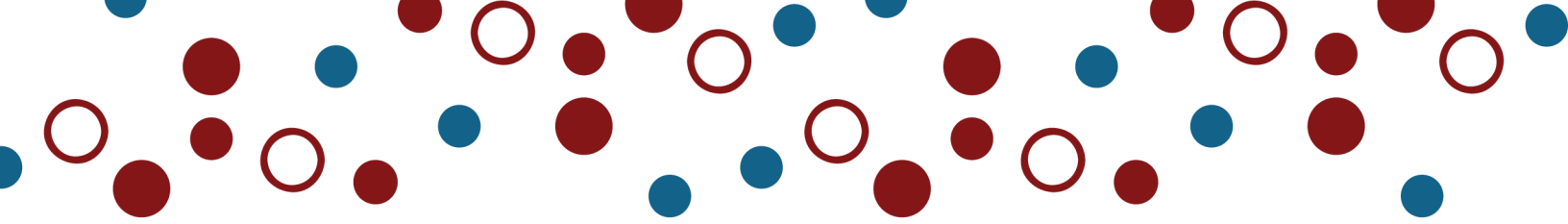
- Watches over meeting and enforces the use of correct parliamentary procedure
- Helps to maintain order (not that anything in a HOSA meeting is likely to get out of order)

Classroom Representative (replaces the reporter; one per classroom)

- Helps to keep members informed

Motivator or Chaplain

- Recognizes member accomplishments, birthdays, notable occurrences
 - Motivates and encourages members throughout the year
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Sample Meeting Minutes

ABC High School HOSA Meeting Minutes

Call to Order

President Miranda Stefan called the meeting to order at 9:03 a.m. The ABC High School HOSA meeting was held on October 12th, 2023.

Roll Call

A sign-up sheet was sent around the room for attendance and is attached to these minutes.

Minutes

Damaris Simental presented the minutes from the September 12th meeting by handing out copies to all students. There were no changes to the minutes. Lissie Bloom moved to accept the minutes as presented, Jocy Moreno-Morales seconded. The motion to accept the minutes passed.

Financial Report

Kellen Levi presented the financial report. We have \$20 in the HOSA account. If we want to order cookies at the next meeting, we will need people to either bring money in to purchase the cookies or bring the cookies in themselves.

Officer Reports

President Miranda said she's been working with the school Homecoming committee to have a HOSA face-painting booth at the football game. We will need volunteers to paint faces. A signup sheet was passed around.

Secretary Damaris has written two thank you notes for the class to sign. Notes were for the guest speakers during class last week.

Committee Reports

Social Activity Committee – the committee has proposed for the class to go to Jimmy John's before the Homecoming football game next week. After discussion, the class voted on the motion and the motion failed.

Community Service – the committee wants the whole school to bring in canned food items before Halloween to give to the local homeless shelter. The class voted on the motion to have a Canned Food Drive. The motion passed.

Conference – the committee showed the video from the 2022 HOSA State Leadership Conference. There are several competitive events and workshops at this conference. The committee talked about the competitive events and said there would be a sign-up for these events at the November meeting. The cost of the conference is \$65 per person.

Old Business

None.

New Business

None.

Announcements

Remember the guest speaker we have next Monday on interviewing. Dress in your best business interview attire.

Remember to complete Chapter 12 Review questions to turn in to Mrs. Jones on Tuesday.

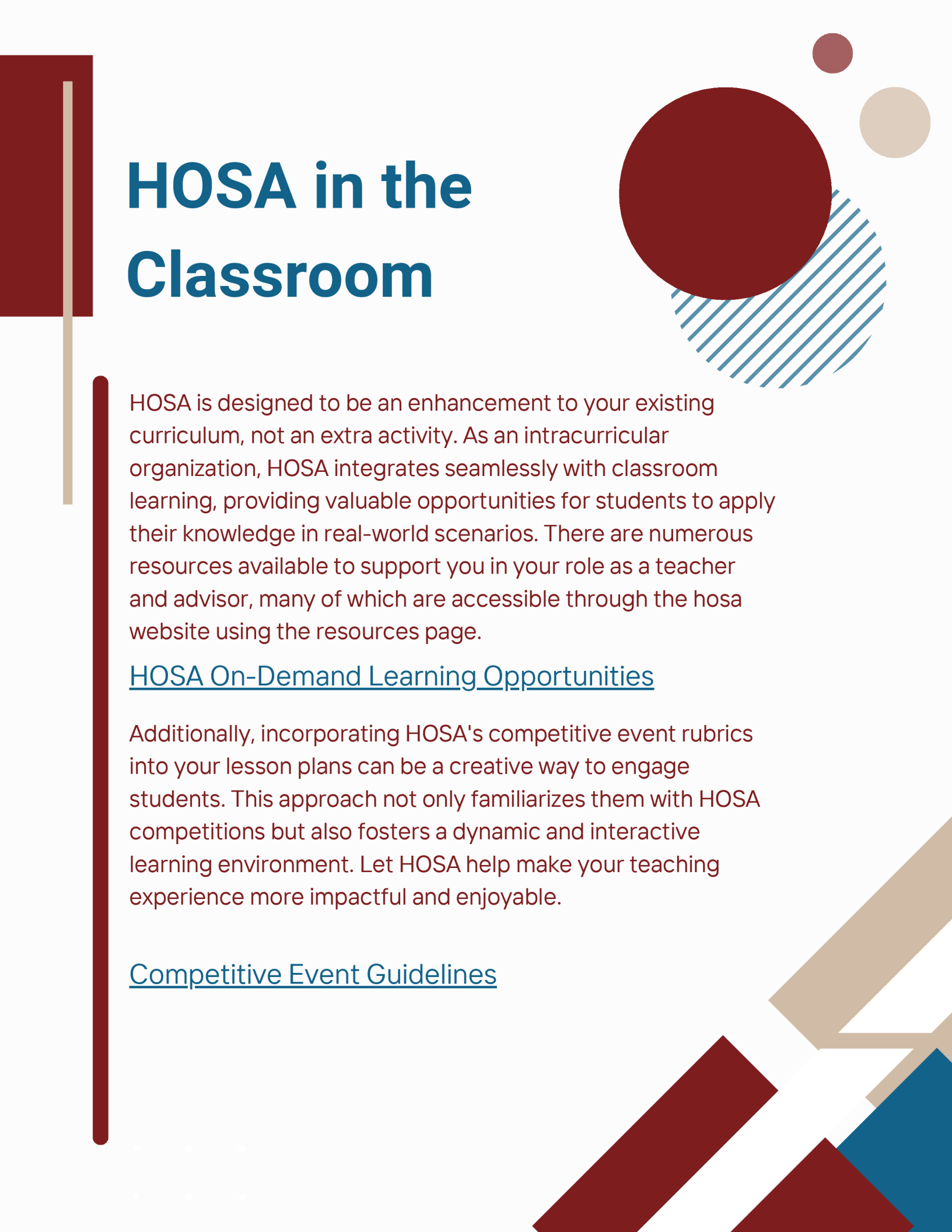
Remember to sign-up to volunteer at the Face Painting booth at Homecoming.

Adjournment

Motion to adjourn the meeting was made by Gilda Ausin. Second by Emily Gedra. Vote carried and the meeting was adjourned at 9:37am.

Minutes Submitted by:

Damaris, ABC High School HOSA Secretary



HOSA in the Classroom

HOSA is designed to be an enhancement to your existing curriculum, not an extra activity. As an intracurricular organization, HOSA integrates seamlessly with classroom learning, providing valuable opportunities for students to apply their knowledge in real-world scenarios. There are numerous resources available to support you in your role as a teacher and advisor, many of which are accessible through the hosa website using the resources page.

[HOSA On-Demand Learning Opportunities](#)

Additionally, incorporating HOSA's competitive event rubrics into your lesson plans can be a creative way to engage students. This approach not only familiarizes them with HOSA competitions but also fosters a dynamic and interactive learning environment. Let HOSA help make your teaching experience more impactful and enjoyable.

[Competitive Event Guidelines](#)

Get In Touch



www.okhosa.org

I am deeply passionate about HOSA and dedicated to supporting our members and advisors in every way possible. Whether you have questions, need guidance, or just want to share your experiences, I am always here to help. Your success and growth within HOSA mean a lot to me, and I am committed to being a resource for you along your journey. Please don't hesitate to reach out —I am happy to assist in any way I can.

Amy Warner

Contact us

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