



New State Advisor Mentoring Guide

2016 Edition

HOSA-Future Health Professionals
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HOSA is looking for a few good MENTORS! If you have been around HOSA for a while you have knowledge about this organization that could help someone else.

You may be thinking mentoring requires too much time and is too much of a commitment, however, being a HOSA mentor is flexible. You decide what type of mentoring you will do; phone consults, email exchanges or even face-to-face visits.

It has become clear that mentorship is more than an act of kindness. Mentorship is a key solution for strengthening the talent pipeline for HOSA and empowering the next group of state advisor leaders.

Purpose

The **HOSA New State Advisor Mentoring Program** is designed to provide leadership and collaboration to enhance development of new state advisors. The mission is for new state advisors to be equipped to lead their state/chartered associations. The program will position new state advisors' first year as one of professional growth rather than survival. **The goal is to increase the effectiveness of new state advisors and develop well-trained professional HOSA leaders.**

Definition of a Mentor

A HOSA mentor is an experienced state advisor with knowledge and skills required to lead a state/chartered association, facilitate growth and support of a new state advisor. In addition to becoming a friend, mentors can assist by: coaching, encouraging, listening, and facilitating self-reliance. Networking will allow time to share insights, seek solutions to challenges, and celebrate successes.

Benefits of Mentor Service

The mentor program provides experienced HOSA state advisors unique opportunities to grow professionally and improve their leadership through professional collaboration.

Mentoring develops skills and qualities useful outside the mentoring program. Mentors report they enhance their HOSA knowledge, experience a higher level of



personal achievement and are more effective advocates of teamwork and self-awareness.

Mentoring new state advisors can help motivate, develop and retain talent while increasing productivity. Primary benefits of a mentoring program include:

1. **Knowledge transfer.**
Mentoring is an effective approach to organize, create, capture and distribute knowledge through direct access to a peer who can share expertise and knowledge.
2. **Leadership development.**
Mentoring serves as a platform for HOSA state advisors to discuss goals and offer guidance to new advisors.
3. **Diversity.**
Mentoring empowers a diverse range of advisors to share their opinions, ideas, knowledge and experience.
4. **Onboarding new state advisors.**
Mentoring can help reduce time for new advisors to feel competent with their new responsibilities by linking to experienced advisors.
5. **Engagement.**
Mentoring helps new advisors identify themselves as a vital part of their state/chartered organization and creates a heightened level of ownership.

The hope is to create a powerful, positive impact on the lives of new state advisors during their first year in this role, and ultimately effect, HOSA members internationally. Mentorship is not just for the mentee, but also for the mentor, the organization — and the future.



Section 1:

Mentor Responsibilities

Experienced state advisors are responsible for developing collegial relationships with new state advisors. **An effective mentor wears many hats during the relationship-building phase and will provide professional as well as emotional support to meet the new state advisor needs during their inaugural year.**

Contact new state advisor throughout the year. (Suggested: minimum of 6 times)

- During the first week or months of the school year
- Meet and greet at SAM (State Advisors Management) Conference
- During late fall
- At the end of the first semester and beginning of the second semester
- Immediately before or after spring break or mid-semester
- Four to six weeks before ILC (International Leadership Conference)
- Maintain contact notes or emails of meetings and discussions

Share association by-laws, annual plan of work, calendar, board of directors and state officer information, and long- and short-range goals.

- Share information on yearlong plans, strategies and rationale for each
- Provide insight on HOSA policies, processes and activities
- Highlight *New State Association Guide* as a template for use throughout the year

Share expertise and materials regarding success to HOSA conference-planning and competitive events processes.

- Assist in developing a plan of work for the state association
- Share association and conference management techniques: fall leadership conference (FLC) and state leadership conference (SLC)
- Give advice on techniques and procedures for membership recruitment
- Discuss competitive events program implementation and management

Give encouragement and emotional support to the new state advisor as needed.

- Listen and function like a coach
- Develop and strengthen confidence through knowledge and skills
- Assist in making connections and suggesting sources of support for the state advisor and state association

Strategies for building meaningful relationships with mentees include:

- Be open to communication and making time for conversation.
- Understand mentee's strengths, needs, and goals and the perceived challenges to reaching the goals for their state/chartered association.
- Consider the inspiration for the goals and the passion for obtaining for it.
- Establish mutual respect, honesty, humility and trust in one another.
- Be open to a free exchange of knowledge, learning and discussion.

Section 2:

New State Advisor Needs

When asked what they need, new state advisors may respond “EVERYTHING!”

Some need more assistance and guidance than others. The mentor’s responsibility is to help identify needs of the new state advisor. Needs and responsibilities vary, but basic needs of all new advisors will likely include:

- Ideas about state officers elections and policies
- Membership recruitment
- Conference management
- Competitive events
- Board of directors
- Partnerships
- Use of resources and website
- Fundraising, sponsorships
- Scholarships

Some new state advisors may be also be new to education and need information about general educational policies and procedures.

Mentors may be most helpful by providing personal and emotional support new advisors need during their first year.

Specific needs of the new state advisor may include information related to:

- Advisor professional development opportunities
- Affiliation fees and online affiliation process
- Alumni recruitment
- Board of directors and executive committee
- Budget/finance/audits
- Contracts and agreements
- Chapter development and plan of work
- Communication system with chapters and potential chapters
- Committees and taskforces
- Conference delivery and management
- Fundraising and resource development
- National HOSA staff
- Judge recruitment
- Legal issues and non-profit status
- Local chapter advisor commitment
- Membership recruitment and growth
- Membership— Middle School, Secondary, Postsecondary/Collegiate, Professional, and Alumni
- National and state competitive events programs
- National and state partnerships

- National and state scholarship programs
- New local advisor orientation, training and support
- New chapter development and support
- Policy, planning, and program development
- Publications—digital and print
- Social media strategies
- State management and plan of work
- State officer elections, processes, training, and management
- State association plan of work
- Visibility, marketing, and outreach
- Website
- Workshops at state HOSA and Career & Technical Education events



Section 3:

Top 16 Discussion Questions

Relationship building allows for open discussions. Mentors develop skills of questioning and listening to understand the spoken and silent messages of new state advisors.

Depending on the new state advisor, situation and time of the year, these are sample questions a mentor might ask of their new state advisor.

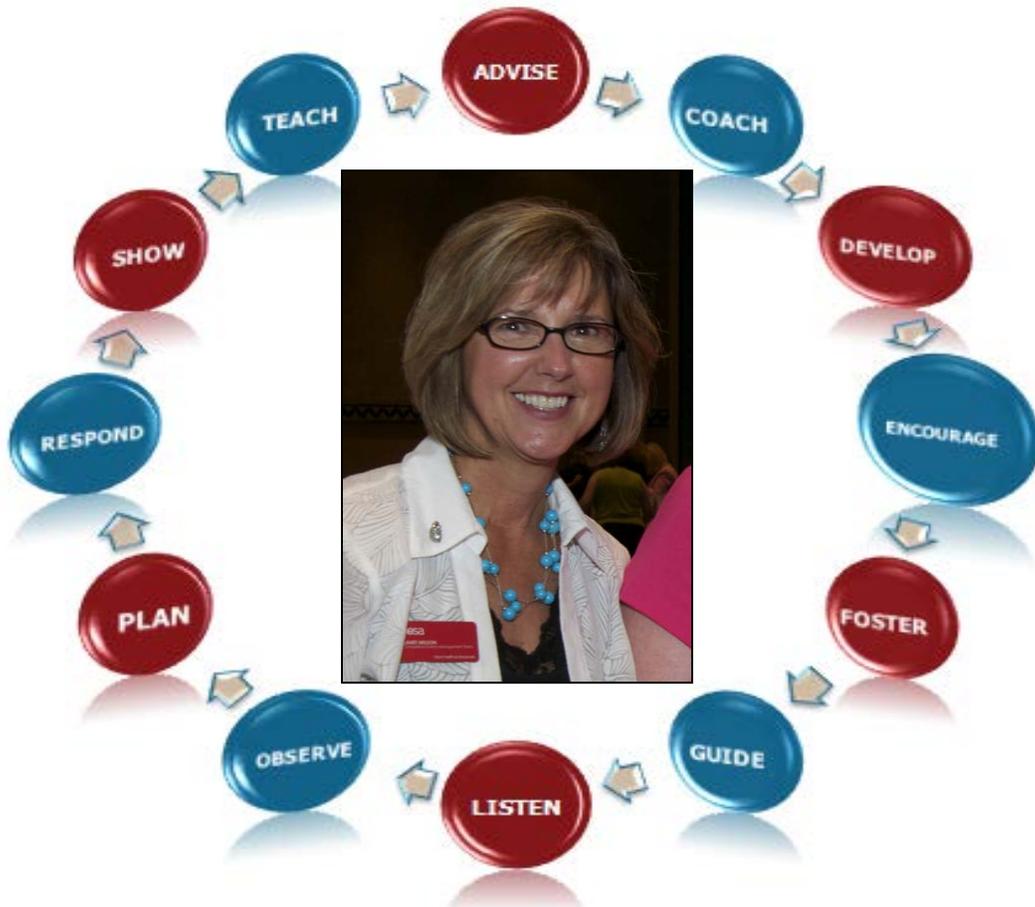
1. How may I be of the greatest help to you?
2. Have you contacted all current or potential local chapter advisors? Do you have a process in place for securing email addresses for all health science and biomedical science teachers in your state?
3. What information would be the most helpful in developing a plan of work?
4. What are your plans for delivering management services for—local advisor orientation; state officer training and meetings; fall leadership conference (FLC); district and/or State Leadership Conference (SLC); state delegate orientation to the International Leadership Conference (ILC)?
5. Have you accessed the free resources from www.HOSA.org?
6. What surprises have you experienced as a new state advisor?
7. Are you comfortable with your chartered association's progress and growth?
8. What have you enjoyed most about being a state advisor? What have you enjoyed least?
9. What concerns do you about the operation of your chartered association?
10. Are you satisfied with your current relationship with local chapter advisors? How do you intend to strengthen the relationship with local chapter advisors collectively and individually?
11. How do your local advisors view your role as the state advisor?
12. What are your areas of greatest need as a state advisor? What do you believe are the areas of greatest need for local advisors? For your state officers?
13. Are you operating the chartered association through a board of directors? What committees are operating?
14. Is your state officer team operating effectively? What could be done to improve the operations of both the association and state officers?
15. What strategies or processes have been implemented that were received exceptionally well?
16. What HOSA partnerships are under consideration or have been implemented?

Section 4:

Checklist for HOSA Membership Year Initial Months

Assist the new state advisor in preparing a checklist for the initial months of the membership year. Remember, the first months of school will determine the success of the state association's membership year.

1. Access to database of current local and potential chapter advisors and schools with health science education and biomedical sciences programs statewide
2. Current calendar of events developed and shared on the state HOSA website and with local and potential chapter advisors
3. State Advisor Resources materials available from New SAM and SAM Conference
4. Plan of work for the membership year
5. State association bylaws developed and posted
6. State association procedures developed and posted
7. State officers' goals and expectations discussed
8. Budget and financial knowledge of the state association





Contact Notes

New State Advisor: _____ State: _____

Experienced Mentor: _____ State: _____

DATE	DISCUSSION POINTS
1 st month	
Prior to FLC	
End of 1 st semester or beginning of 2 nd semester	

	<u>Contact Notes (continued)</u> New State Advisor: _____ Experienced Mentor: _____
Before or after spring break time or mid-semester; prior to SLC	
2-4 weeks before the end of school year; prior to ILC	
Other	

Submit contact notes summary with dates and discussion topics by June 9, 2017 to receive your honorarium. Suggestions to improve this program are welcome.

E-mail documentation: nancy.allen@hosa.org or fax to 972.874.0063.

E-mail messages may be submitted to document contact.

Section 5:

Outstanding Sample E-mail Messages



Shirlene Bender, LA State Advisor

September

Just checking in on you and hoping all is well. Even though I am not officially your mentor any longer, I am happy to always stay in touch and answer any questions you may have in the future. Go ahead, put me on speed-dial!

I hope you will be at SAM conference. Take advantage of all the great help that is there! After having

gone through a whole year of HOSA, I'm sure you have much need for more information. At SAM, (I like to call it the **Sharing And Mentoring Conference**) talk to everyone you can; come prepared with questions of things you have wondered about, and ask people you sit with. "Steal" their ideas, check out the other states websites, and ask for copies of documents they have already created. SAM is a wonderful opportunity. Hope to see you at SAM!

November

Enjoyed talking with you in September. Hope you are managing handling HOSA. Sometimes it can be overwhelming. What is the most important thing you need help with right now? I know I told you I would send you some items. What do you need most?

Let me ask you a couple questions: Did you have a Fall Conference? What conference or events do you have coming up? Did you ever find the materials from the previous Advisor? How are you doing with setting up a board? Please let me know what you most need right now. I am here to help you in any way I can, and will stay in touch with you often.

February

Wanted to check with you to be sure you received all the information about National for this year. The information is no longer being sent by mail in a notebook, but rather by email, and is also available on the HOSA website at: <http://nlc.hosa.org/>

You will want to go through it very carefully to find all the due dates for the forms. You have time before the first form is due, but you know how time flies when we are having fun! So, I would go through it soon so you are not rushed. Everything is well explained, but if you have any questions at all, please reach out to me, or to HOSA. All the forms and information can be overwhelming the first year so do not hesitate to ask anything at all.

My recommendation is to print it out and organize this in a notebook. Then, keep all your NLC correspondence and information for your students in there as well. As we get closer to NLC, I will check on you, and make sure you are doing ok with everything.

Janet E. Nelson, PENN HOSA State Advisor

February

Our next big events our SLCs! Boy, are these approaching quickly. Checking our lists, confirming speakers, exhibitors, symposium presenters, making sure competitive events go well, and the list goes on and on. I wanted to know if there is anything that I may help you with? Knowing that your SLC is March 28 at Gateway Community College and our SLC will be over March 14, I am available now for any questions and to send you any materials we use as you make preparations for your SLC. I hope that by CCing you on our advisor communications that you are not becoming overloaded.

Hearing from you is the only way that I know if and how I may be of any assistance. Email or call my cell. HOSA is all about sharing. PENN HOSA is at your service ;) Please feel comfortable to contact me because PENN HOSA wants CT HOSA to have a very successful year, especially with the upcoming SLC!! Looking forward to hearing from you.

May

Below is the message sent today informing our advisors of their assignments while in attendance at NLC

2014. The attachment outlines who, what, when and where for each personnel assignment according to what PENN HOSA has been assigned. We have found that if we simply make the assignments and send the attachment, our advisor/guests/chaperones cooperate and participate fully.

Since assuming the role as PENN HOSA State Advisor I have learned that it is best for us to hold our

State meeting on Wednesday morning. In the past when we met after the Opening Session we were all tired and really wanted to get to our rooms and not participate in the meeting. NLC 2013 was the first time we tried the morning meeting. It met with rave reviews. We get Executive Council members more involved.... greeting members as they arrived, distributing handouts, leading the delegation in our State cheer, and doing an ice-breaker. All of this takes coordination and a great deal of preconference communication but it has really helped to make our meetings more engaging and energizing, esp. since our meeting is at 9:00 am ;-) If you have any questions after reading the message & attachment, please contact me and we can discuss them as your time permits.



June

We enjoyed having you at our Advisor Workshops and trust in some way we were able to share our passion for HOSA-Future Health Professionals as we worked w/ our PENN HOSA local chapter advisors. Should you have opportunities in the future, please know you're always welcome at any of our activities. We are proud of our association w/ HOSA for the past 35 yrs. Any time we can share our love for HOSA with others who have the same passion, we will!

2016-2017



NEW STATE ADVISORS MENTOR ASSIGNMENTS

IDAHO

Holly Connely, CTSO Coordinator

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Candy Leopold, MN State Advisor (Mentor)

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MISSOURI

Shelly Wehmeyer, State Advisor

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Dana Stringer, AL State Advisor (Mentor)

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NORTH CAROLINA

Katrina Coggins, State Advisor

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Allen Seigler, GA State Advisor (Mentor)

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NORTH DAKOTA

Katie Shahan, State Advisor

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Shirlene Bender, LA State Advisor (Mentor)

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RHODE ISLAND

Marie Laboissonniere, State Contact

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WASHINGTON

Karen Hay, State Advisor

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Denise Abbott, UT State Advisor (Mentor)

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WEST VIRGINIA

Loretta Thompson, State Advisor

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Elizabeth Bullock, KY State Advisor (Mentor)

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2015-2016

New State Advisors Mentor Assignments

American Samoa

Sailitafa (Saili) Samoa, State Advisor
[Shirlene Bender, Louisiana HOSA State Advisor \(Mentor\)](#)

Canada

Frank Yu, State Advisor
Ryan Wang, HOSA Representative
[Mark Burley, Michigan HOSA State Advisor \(Mentor\)](#)

District of Columbia

Dianne Harris, HOSA Representative
[Ann Craddock, Virginia HOSA State Advisor \(Mentor\)](#)

Ohio

Wendy Nichols, State Advisor
[Jane Shovlin, Arizona HOSA State Advisor \(Mentor\)](#)

Tennessee

Pamela Grega, State Advisor
[Angel Clark, South Carolina HOSA State Advisor \(Mentor\)](#)

West Virginia

Scott Nash, Executive Director
[Elizabeth Bullock, Kentucky HOSA State Advisor \(Mentor\)](#)



2014-2015 New State Advisors Mentor Assignments

Alaska	Shawnie Glenn, State Advisor Ann Craddock, Virginia HOSA State Advisor (Mentor)
Colorado	TBA, State Advisor Denise Abbott, Utah HOSA State Advisor (Mentor)
Massachusetts	Jaime Vallejos, State Advisor Shirlene Bender, Louisiana HOSA State Advisor (Mentor)
Missouri	Mary Lou Rimer, Health Science Supervisor & State Advisor Meghan Aydelott, Executive Committee Leadership Team Amanda Hodges, Tennessee HOSA State Advisor (Mentor)
Montana	Martha Robertson, State Director K-12 Program Coordinator, West MT AHEC Brock Rops, South Dakota HOSA State Advisor (Mentor)
New Jersey	Marilyn Halkias, Department of Education, Office of CTE John Ketterer, State Advisor Janet Nelson, Pennsylvania HOSA State Advisor (Mentor)
North Carolina	Joan Thompson, Health Science Education Consultant TBA, State Advisor Allen Seigler, Georgia HOSA State Advisor (Mentor)
Rhode Island	Marie Laboissonnere, Health Careers/EHR Instructor Wm. M. Davies, Jr. Career and Technical High School Lloyd DeVault, Florida HOSA State Advisor (Mentor)

2013-2014 New State Advisors Mentor Assignments



State Association

New Advisor

Mentor

Alaska	Liz Walsh Elizabeth.Walsh@providence.org	Cynthia Sundstrom (WV) csundstr@access.k12.wv.us
California	Joni Ornelas joni.calhosa@gmail.com	Lloyd DeVault (FL) LDeVault@flhosa.org
Connecticut	Nancy Tipping kc1ns@juno.com Sue Troupe troupe@brookfieldps.org	Janet Nelson (PA) janetnelsonhosa@gmail.com
Iowa	Julie Babbitt hosaib@gmail.com	Angel Clark (SC) aclark@ed.sc.gov
Kansas	Wendi Pickell wpickell@ksde.org	Debbie Bennett (OK) dsate@okcareertech.org
Montana	Megan Bones megan.bones@montana.edu	Brock Rops (SD) Brock.Rops@usd.edu
Nebraska	Kori Jensen jensen.kori@gmail.com	Mark Burley (MI) hosa@mhc.org
New Mexico	Bobbi Eichhorst Bobbi.eishhorst@regionix.org	Janet Villarreal (TX) texashosa@stx.rr.com
North Carolina	Chad Smith chad.smith@nchosa.org	Allen Seigler (GA) allen.seigler@georgiahosa.org
North Dakota	Christi Miller Christi@ndahec.org	Shirlene Bender (LA) students2@swlahec.com
Washington	Dr. Sue Longstreth sue.longstreth@gmail.com Bonnie Smith Smith.Bonnie@yakimaschools.org	Ann Craddock (VA) abc@vahosa.org



2012-2013

**New State Advisors
Mentor Assignments**

STATE ASSOCIATION	Name of New Advisor	Name of Mentor
Alabama	Collie Wells, State Advisor	Elizabeth Bullock (KY)
Illinois	April Sonnefeldt, Executive Director Karen Calligaris, Board Chair	Debbie Saterbak (OK)
Mississippi	Charlotte Bryant, State Advisor	Ann Craddock (VA)
Nebraska	Carol Ringenberg, State Advisor	Jane Shovlin (AZ)
New Hampshire	Mary Wakefield, Co-State Advisor Kathleen Young, Co-State Advisor	Antoinette Fugee (NJ) Marie Laney (NJ)
North Dakota	Katie Thompson, State Advisor	Shirley Bender (LA)
Ohio	Jill Nacke, State Advisor	Jen Girvin (CO)
Oregon/Nevada	Danielle Tuason, State Advisor	Lloyd DeVault (FL)
Puerto Rico	Rosa Vazquez Flores State Advisor Glorimar Marrero	Janet Villarreal (TX)
South Carolina	Angel Clark, State Advisor	Allen Seigler (GA)
South Dakota	Brock Rops, State Advisor	Candy Leopold (MN)
Tennessee	Amanda Hodges, State Advisor	Mark Burley (MI)