Serving on the HOSA Competitive Events Management Team involves multiple responsibilities, both in the decision-making process and in event management. The following descriptions serve as an outline - although as with all true "team" efforts, the lines of responsibility sometimes blur as the goals of the organization and the needs of individual members are met.

**HOSA Mission Statement**

The responsibilities of the Competitive Events Program are in keeping with the mission of HOSA.

*The mission of HOSA is to enhance the delivery of compassionate, quality health by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the students to meet the needs of the health community.*

**CE Management Team Appointment and Terms**

The team of individuals who provide leadership for the HOSA Competitive Events Program are appointed volunteers, selected by invitation.

* Members are appointed by the Chairman of the Board of Directors with the recommendation of HOSA Management. HOSA Management collects names of potential team members throughout the year who have demonstrated the attitude and skills necessary to make a successful member of the team.
* Members are appointed to a three-year term, and may be appointed to an additional three-year term. Some members may be asked to serve a second term, others are not, in order to maintain a rotation of states and balance in CE membership. Additionally, some members may be asked to serve a one-year intern term before being appointed to a three-year term.
* Regardless of years served, a CE Management Team member who fails to fulfill the responsibilities of his/her position will no longer be a part of the CE Management Team.
* A person may be re-appointed after not serving for two consecutive terms.
* Members may serve two additional three-year terms in the position of Category Chair.
* The Category Chairs and HOSA Management form the CE Leadership Team. (a sub-group of the CE Management Team)
The Competitive Events Program is administered according to the structure presented below:

Non-voting members could include the:

- Chairman of the HOSA Inc. Board of Directors
- Chair-Elect of the HOSA Inc. Board of Directors
- National Officers
- Others as designated by HOSA Management.

Program staffing strives to maintain a diverse representation from a variety of states and representing various membership categories (Middle School, Secondary and Postsecondary/Collegiate; Local Advisor, State Advisor, Administrator, and Professional.)
All policies and practices of the Competitive Events Program are consistent with the HOSA-Future Health Professionals Bylaws and the HOSA Mission Statement.

In addition to the above members, event personnel required to run the events include the State Advisor, Event Manager (1 per event), Judge Manager (1 per event), Section Leaders (1 per section per event), and Event Assistants, Timers, and Patients as needed.

**Competitive Event Management Team Meetings**

CE Management Team members make recommendations regarding event guidelines, work with health professional organizations and publishing/medical reference companies; and attend two, full-day meetings annually.

**JANUARY (Date, time and location announced annually)**

The purpose of the meeting is to

1. Conduct planning related to Competitive Events as a result of inquiries to management and event guideline review
2. Review ILC Event processes
3. Analyze evaluations from the previous International Leadership Conference
4. Consider agenda items related to competitive events.

**ILC**

**On Sunday . . .**
- Leadership Team considers agenda items related to competitive events (afternoon / evening meeting)

**On Monday . . .**
- Whole team meets to plan for ILC
- Review ILC schedule/responsibilities

**On Tuesday . . .**
- Meet with hotel staff regarding room layouts, etc.
- Check tests, equipment, event materials, etc.
- Site visits to events held outside the hotel.

**On Wednesday . . .**
- Event Manager & Judge Manager Orientation if not held via Zoom prior to ILC.

**On Thursday . . .**
- Manage the HOSA competitive events process

**On Friday . . .**
- Manage the HOSA competitive events process
- Finalize event feedback and suggestions, attend CE meeting if scheduled

**On Saturday . . .**
- Leadership Team meets briefly to de-brief and wrap-up

**THROUGHOUT THE YEAR**

It is important to have CE Management Team members on the agenda of their state’s summer teacher conference, fall leadership conference, etc… doing workshops and sharing policies, processes, and updates. Competitive events are important to the local HOSA advisor-- it is important to figure out ways to ensure that the HOSA advisors are receiving accurate information; therefore, CE Management Team members should always be visible in their state!
Event Guidelines

The HOSA-Future Health Professionals Headquarters is responsible for maintaining the integrity of the competitive event guidelines. It is the responsibility of the CE Management Team to assure that the guidelines are accurate and appropriate.

CE Management Team members are encouraged to read the guidelines carefully. Do the guidelines make sense? The CE Management Team member may find it helpful to sit with someone who has never seen the guidelines, and identify questions which arise as the person reads the guidelines.

For events with "resources" (books and other publications) - check to be sure the resource is still available and current by checking the Master Event Resource list on HOSA’s website at [http://www.hosa.org/CEUsefulTools](http://www.hosa.org/CEUsefulTools). If new resources are needed, the CE Management Team members may make recommendations.

It is the responsibility of all CE Management Team members to be thoroughly knowledgeable with the General Rules and Regulations in the HOSA – Future Health Professionals Handbook, Section B.

CE Management Team Funding (Including Intern Program)

Local agencies (schools) and the State Association are asked to help with the expenses involved in traveling to one ILC planning meeting in January, and all expenses to the ILC in June. If neither the school nor state has the funds to help with these expenses, a person interested in serving on CE should contact HOSA-Future Health Professionals. HOSA-Future Health Professionals has a limited budget to help pay costs not covered at the local or state level and will visit with each potential CE member to determine financial support needs.