# ILC Lieutenant/Chair Daily Responsibilities

Lieutenant and Chair work together to accomplish items during week – Chair oversees process

## To Do List

<table>
<thead>
<tr>
<th>Attend CE Team meetings as scheduled, including:</th>
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<tbody>
<tr>
<td>☐ CE Leadership Meeting Sunday afternoon (<em>Chairs only</em>)</td>
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<tr>
<td>☐ CE Team Meeting Monday morning</td>
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<tr>
<td>☐ Committee Reception MONDAY Evening</td>
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<td>☐ Off site visits Tuesday morning and afternoon</td>
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<tr>
<td>☐ EM/JM orientation Wednesday (if needed)</td>
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<tr>
<td>☐ CE Team Debriefing Friday afternoon</td>
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<tr>
<td>☐ CE Leadership Meeting Saturday morning (<em>Chairs only</em>)</td>
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## Complete all items below prior to your event:

### Walk your event space:

- ☐ By Monday night: Review the hotel room set-up for each of your events.
- ☐ Visualize every detail, how will the competitors check-in, know where they are going, move from one room to the next, get their tests, get their evaluations, etc. Analyze how to make it work (or work better). Does your event have a timing flow chart? Does it make sense? Is it correct?
- ☐ Do you have a plan in place to keep the hallways clear, move competitors efficiently, and communicate with your EM and JM?
- ☐ Notify HOSA CE staff of any needs, concerns, or questions ASAP.

### Go through Secure Material:

- ☐ Take the test! - Look for any errors to questions. If errors to content, notify HOSA CE Staff.
- ☐ Make sure the test key matches the actual test.
- ☐ Check the Scantron test key to make sure it is correct. Once you know it is correct, place it in marked bin in Secure for checked keys.
- ☐ Make sure the TEST is copied for competitors not the KEY.
- ☐ Count your tests and make sure they are properly numbered and ready to move to the event room.
- ☐ Ensure there are enough copies of the secret topics, word lists, rounds, etc…

### Check to be sure you have an event box.

- ☐ Use the Event Box Checklist and ensure all files and items are accounted for

### Timers/Clipboards/Stopwatches:

- ☐ Should have enough for all events this year. Double check – may still have to share with other events.
- ☐ Decide how many you need of each & add to sticky note to event box.
• **Signage:**
  - Find or make any needed signage for your events.
  - Signs for sections.
  - Signs for name of your event.
  - Make alpha letter signs for check-in once you have competitor lists and have seen the space (decide how to best split the check-in list for most efficient lines).

• **Supplies:**
  - What specific supplies does your event need? Check Equipment List and Event Specs. Read the guidelines and think through the process.
  - Check that you have ALL supplies you need for your event (by Tuesday – so there is time to purchase if something is missing)
  - Check your guidelines to see what extra materials you might need (ie: buzzer system for HOSA Bowl; scratch paper for Medical Math, Pharmacy Science, Pharmacology, Epidemiology, Math for Health Careers and Health Informatics; tape measure for HCD, etc...) Notify HOSA CE Staff asap of needed items.
  - For Round 2 events, make copies of finalists for posting board at CE HQ, Master Book, bus coordinator, EM, Section Leaders, JM, and timekeepers.

• **Review your event again – are you ready to go??**
  - Are secure items in your box before leaving for event site/room?
  - Do you know who has been assigned to pick up the event box and when they will arrive to get it?
  - Is room set correctly? Have you walked the space prior to event starting to be sure?
  - Are there enough judges assigned to your event?
  - Have you eaten? Do you have water and snacks with you? Are you wearing comfortable shoes?
  - **Connect with your Chair to go over the plan**
  - Ask your fellow CE Teammates if you can assist them, if your events are set.

**Complete all items below after your event is over:**

- **Before event personnel leave, if possible, check that:**
  - All paperwork is completed, signed, and bubbled as applicable.
  - Thank You notes have been given to judges.
  - Section Summary Forms for event have been completed, and signed, from each section.

- **Debrief with EM. Do you have:**
  - Competitor list by section?
  - Rating sheets or test Scantrons?
  - Hard copy evaluations (or if done on digital eval, ask how that process went)
  - Event materials (tablets, portfolios, supplies, signs, etc…)?
  - Notes on changes to be reviewed for next year?

- **Bring everything back to CE Headquarters:**
  - Debrief with your Chair. Complete Master Summary form.
  - Make sure hard copies of tests go back to Secure.
  - Master Section Summary Form and Scantrons (if applicable) go to TABS.
- **Deconstruct Event Box:**
  - Return supplies to appropriately numbered bins.
  - Assist with inventory of supplies for next year.
  - Help pack everything up after all events are completed.

- **Debrief with CE Team after all events have ended on Friday:**
  - Identify any event managers with potential to work on CE team in future.
  - Add guideline changes email now to Bergen while still fresh

Celebrate another successful year! THANK YOU!!!