TASK REVIEW:
ROLE OF THE CATEGORY CHAIR

1. Pre-ILC Event Planning
   • Communicate with the Lieutenant before the ILC. Have they communicated with their Event Managers & Judge Managers?
   • Are you 100% sure that the Lieutenants are ready?
   • CC HOSA Management on all pre-ILC email contacts.

2. Know the Rules
   • Read your event guidelines frequently.
   • Read the General Rules and Regulations at least three times.

3. Know the ILC History
   • Be sure to discuss the results from the previous year (CE Event report and other documents) with the current year’s Lieutenants.
   • Discuss the Lieutenants plan for improvements, as needed.

4. Know the ILC Plan
   • Assist Lieutenants in using the ILC materials, including Event Specifications, Room Sets, Room Chart, Round Two Info Sheets, Equipment List, Agendas, etc.
   • Use the CE Management Guide for Event-specific training.
   • Walk the event space
   • Review event specifics on Monday or Tuesday of ILC week, and assist Lieutenants in visualizing EVERY DETAIL of the flow and timing of their events.

5. During ILC
   • Before the Events
     ▪ Attend pre-ILC orientations (Event Manager, Judge Manager, Event Personnel and Judge) as schedule permits. Your role is to listen.
     ▪ Check the category materials, equipment and supplies. Make sure Lieutenants have what is needed for their events. Use Equipment List to cross check materials.
     ▪ Check the secure box. Make sure that what the Lieutenants will need is there.
• **During the Events**
  - Be visible to your Lieutenants on-location at their events, offering support and assistance as needed; and always let them know how much we appreciate their service to HOSA.
  - Get frequent status reports from your Lieutenants. Ask specific questions about the event progress. Be sure you know what is happening with your events!
  - Give frequent status reports to HOSA Management.
  - Work with your Lieutenants to solve challenges.

• **After the Events**
  - Go through the event materials BEFORE you turn them in. Does each section have a section summary form? Does each event have a Master Section Summary? Look at the rating sheets. Did the event run correctly?
  - Conduct a brief exit conference with the Lieutenant and then sign the Master Section Summary form.
  - Take the event materials and Master Section Summary form to Tabulations.
  - Are there ways to clarify the event guidelines? Event clarity and understanding is our goal. Provide feedback if the event does not run perfectly.
  - We want your suggestions too! If you have a great idea for event improvement – share it!

6. **Go Above and Beyond**

• How can you make this experience meet the expectations of the Lieutenants?
• How can you make this a personally satisfying experience?