COMPETITIVE EVENTS INTERN PROGRAM

WHAT
An opportunity to work with the HOSA Competitive Events Management Team (CE Team) at the HOSA International Leadership Conference.

PURPOSE
We are always looking for outstanding individuals to take on a leadership role at the international level.

In order to assure that HOSA meets the needs of chapters, advisors must have a voice in conference planning and management. Our CE Management Team members do their part to assure that HOSA competitive events are meeting the learning needs of Health Science students and the highest educational standards expected by state educational agencies.

The internship program is a method for identifying future CE Team members when positions become available. The internship gives the CE Team a chance to get to know the interns and their work skills and gives the interns a chance to determine if serving on the international team is a good fit for them.

REQUIREMENTS
- The CE Intern Program is a volunteer position.
- There are two options for interns, depending on the needs of the CE Team:
  - 1) Week-long Intern (during ILC)
    - Interns will arrive Tuesday or Wednesday of the ILC week.
    - Interns will be assigned to shadow and work with various CE Lieutenants in an observational role at ILC.
    - Based on their availability (considering commitments to their local chapter and their state), interns will work out a schedule in which they are available to work with members of the CE Team. Ideally, this schedule will include a good portion of the day on Wednesday, Thursday, and Friday.
    - Interns and CE Team members complete their work on Friday late afternoon and have no CE responsibilities on Saturday.
  - 2) Year Long Intern
    - Occasionally, an intern position may open up for a full year (i.e.: September – June) to fill vacancies on the team.
    - These year-long interns are asked to attend the February team planning meeting in Dallas, as well as attend ILC and participate in CE planning Monday – Friday of ILC week.
    - The year-long interns are given a more active and robust role on the team, serving as Lieutenants (with extra support of course) and taking on duties like the other Lieutenants.
    - Duties include leading 2-4 events at ILC, reviewing ILC planning files for accuracy and content, making contact with Event Managers in assigned states, making contact with judges for their assigned events, etc.
    - After the February in-person meeting in Dallas, there are typically monthly zoom calls leading up to ILC, as well as bi-weekly (approximate) email requests for assistance in CE planning items. While it is difficult to estimate the exact number of hours CE Lieutenants contribute, it is a commitment. May and June are a heavier workload as that is when the communication with event staff begins.
SELECTION PROCESS

- The CE Chairs and HOSA Management work together to identify states who could benefit from having a member on the CE Team, and whose membership on the CE Team will benefit the HOSA-Future Health Professionals organization.
- Notification will be sent to select State Advisors asking for nominations.
- State Advisors should take the following into account when thinking about potential nominees:
  - We are looking for the future of HOSA competitive events, and specifically, how the nomination can help move our organization forward.
  - We are looking for future CE stars - advisors who have the knowledge, confidence, and willingness to lead others.
  - We aren’t necessarily looking for advisors who have been managing state events for many years. Rather, we are looking for someone that has the wisdom and energy to be successful at the international level and serve as a liaison to the state association.
- State Advisors will forward their nominee’s resume to HOSA-Future Health Professionals for consideration
- Interns will be notified by May prior to the ILC, or as needed if a yearlong position is being considered.

CE MANAGEMENT GUIDE

After the Intern year, if a CE Intern is asked to join the CE Team, he/she must adhere to the “Competitive Events Code of Ethics/Guidelines” explained in the CE Management Guide. Potential Interns should review these responsibilities prior to agreeing to serve as an intern. State Advisors should also review these responsibilities prior to making any nominations.

INVITATION TO SERVE + DUTIES

If invited to join the CE Team, duties outside of ILC week will include a one-day in-person meeting in February, monthly Zoom meetings leading up to ILC, reviewing materials sent via email throughout the year, and contacting Event Managers and Judge Managers for phone meetings before the ILC. The amount of time involved depends on the individual team member and his/her assignment(s). Continuing Education Units are provided to CE Team members for their work during the year.

FUNDING

Local agencies (schools) and the State Association are asked to help with the expenses involved in traveling to one ILC planning meeting in February, and all expenses to the ILC in June. If neither your state nor school has the funds to help with these expenses and if you are still interested in serving, please let us know. 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 intern to determine financial support needs.