TASK REVIEW: THE TEAM, SUMMARIZED

The Category Chair
They are team leaders. They help the members of their team (Lieutenants) achieve their individual goals. They are willing to look behind the curtain to understand what is really happening. They serve as the bridge between the Lieutenants and HOSA Management. They are out on the floor during ILC, supporting and offering assistance to their Lieutenants. They assure all materials are ready for the event.

The Lieutenant
They coach the Event Manager & Judge Manager to success. They work one-on-one to assure the Event Manager and Judge Manager have the tools, knowledge, and skills to successfully manage a HOSA competitive event. They are on the front line, providing active support to the Event Manager & Judge Manager, and making sure the Event Manager & Judge Manager are doing all the right things. They also may write and/or review scenarios and topics, and during ILC they are on-site with their events.

The Event Manager (EM)
Conducts and directs the actual event. They manage the details and the people. They lead the event plan. They make sure the section leaders, timekeepers and competitors are where they are supposed to be, playing the same song. Their actions coordinate the efforts of everyone involved with the event. They manage the “outside” of the room at the ILC and assure the integrity of all event forms and processes.

The Judge Manager (JM)
They meet with and assist the Lieutenant in the orientation of the judges. They watch over everybody and everything, especially the judging process, to make sure that the guidelines are followed and the event process meets the expectations of HOSA members and the HOSA, Inc. Board of Directors. They also triple check all rating sheets for accuracy.

Bus Coordinator
Events off-site may be using shared transportation to and from partner facilities. This adult needs to be sure they have competitor lists for all events using this bus, and maps/directions to event facilities. They will stay on the bus for their entire shift, keeping track of all competitors, and be able to answer any questions about competitor whereabouts.

The Section Leader
They police the details “inside” their specific section room. That includes making sure that everyone (competitors, judges, timekeepers) follows the guidelines and does what they are supposed to do, when they are supposed to do it. They know everything that is going on in their section, keep it running on time, and record all the details on the section summary report, as well as oversee cleanup of event site after event.

The Timekeeper
Responsible for events running on time. They need to ensure their section starts and stops within the appointed timeframe using a stopwatch or flowchart, according to event guidelines. They need to be in clear view of competitors at all times and complete the Timekeeper’s log for events that have one. This information is used for event reporting after ILC and must be thorough and complete.
TASK REVIEW: THE TEAM, CONT’D

The Room Proctor
Ensures that competitors are acting in accordance with the event guidelines at all times during testing/competition. They report any issues/concerns to the EM immediately. This is a good role for advisors or guest.

Report and Evaluation Facilitator (R&E)
Report room facilitators manage the holding room where competitors report before their assigned appointment time. They should have a competitor list and check off competitors as they arrive. The Evaluation Room facilitator manages the room/area after competition where competitors complete the event evaluation before departure.

Check-In
Ensures check in and check out runs smoothly. They need to be sure they have appropriate/accurate competitor lists, appointment times (as applicable), pencils, clipboards, etc. They need excellent organizational skills, and may be used as room proctors between responsibilities.

Patient
These may be guests, mature students, or advisors without competitors in this event. They need to dress appropriately for the role they will be playing and act according to the scenario the same way for each competitor/team. They should not overact and need to stay for the duration of the event.

Event Assistants
This is a great role for mature students. They may act as runners, door monitors, competitor escorts, timekeepers, or fulfill other duties as assigned.