

WV HOSA Executive Council GUIDELINES

State leadership for WV HOSA is provided by a State Advisor, State Executive Secretary and an elected state officer team, usually referred to as the state Executive Council. The State Advisor and State Executive Secretary serve as advisors to the Executive Council.

WV HOSA EXECUTIVE COUNCIL GUIDELINES

Being a WV HOSA State officer or Executive Council member involves responsibility and accountability. The following guidelines are to assist you in having a positive experience. Please read them carefully and follow the instructions identified.

TRAVEL

- You are responsible for arranging your own travel to any approved meetings, workshops, conferences, etc. . . . Try to car pool as frequently as possible.
- Record the total mileage traveled for WV HOSA at all times.
- For reimbursement purposes and when you use your personal vehicle, record actual mileage upon leaving for an approved trip and upon return.
- Attach receipts to the Request for Reimbursement for any other approved mode of travel, i.e. airfare, bus tickets, etc.
- Mileage will be reimbursed at the state rate of reimbursement.

LODGING

- Hotel reservations most frequently are made by the State WV HOSA Advisor. A master account is maintained and WV HOSA pays the lodging fees via direct billing. If, however, you must arrange lodging, prior approval must be acquired from the WV HOSA State Advisor.
- In order to be good stewards of the WV HOSA monies, please be aware that advisors and officers will share rooms as appropriate. If an advisor desires a private room than they must pay for half of the room cost. (National HOSA policy)
- All lodging not covered by a HOSA master account must be pre-approved and the lodging receipt should be attached to the request for reimbursement.

Per Diem

- The HOSA (no comma) Executive Council has approved a \$40 daily per diem for out of state travel.
- Reimbursement request for meals must be accompanied by receipts if not covered by the approved per diem. It is important that you eat balanced meals when on approved HOSA business.
- Snacks and room service in hotels above the daily allowance are not reimbursable.

TIPS-GRATUITIES

- You should take care of luggage handling yourself.
- Meal tips-gratuities should be about 15% of the meal cost. This should be included in your meal allowance.

ENTERTAINMENT/RECREATION

- When participating in WV HOSA activities, you may have some personal time for entertainment/recreation, i.e. movies, swimming, tennis, etc .
- Payment for such must be assumed by you. No request for reimbursement will be honored.

PARKING

- Parking in paid lots is sometimes necessary. Costs vary from one location to another. Such parking must be in relation to approved WV HOSA business.
- Reimbursement requests for paid parking must be accompanied by receipts.

TELEPHONE

- Reimbursement requests for calls must be accompanied by a copy of the telephone bill.
- In this age of cellular phones most advisors and student have a personal phone. If you need to make a phone call and do not have access to a cell phone, please contact the WV State Advisor and/or State Executive Secretary.

LOCAL CHAPTER INVITATIONS

- You may be invited to speak to a local chapter. This is permissible and encouraged.
- It is essential that you remind the person inviting you that the local chapter is responsible for reimbursing you for travel, lodging and subsistence. WV HOSA does not reimburse you for such engagements.
- Complete a Request for Reimbursement for the local chapter with receipts as you would regarding approved WV HOSA engagements.

COMMUNICATIONS--WRITTEN

- There will be many opportunities to use your writing skills this year; i.e. business letters, thank-you notes, etc.
- When asked to speak/appear at any meeting, workshop, conference, be sure you confirm the date, time, and location. Follow-up with a business letter indicating the above information and agreement to be present.
- Always send a "thank you" note to the person who invited you, recognized you, presented you with a gift, etc...
- Each written communication must be proofread by your advisor and/or an English/Business teacher before sending.
- Do not use a ballpoint pen or a pencil to write such communications. If possible type all business letters.
- Send a photo copy of each written communication to the state office. These will be maintained in your personal file.
- Reimbursement for postage must be accompanied by receipts.
- WV HOSA stationary is furnished by the State Office.

DRESS AND APPEARANCE

- For all WV HOSA related activities, unless told otherwise, wear the approved uniform; i.e. blue jacket with emblem, white blouse, white/blue skirt (knee length or below) and maroon tie or belt for females and white shirt, maroon tie, and white/blue pants for males.
- Wear name pins/tags on the right lapel so when you shake hands with an individual, they can easily see it.
- When traveling, pack extra underwear, blouses/shirts for daily changes. Be sure to bathe daily and use deodorant. Speaking can cause one to perspire.
- Check your appearance carefully before entering/participating in a WV HOSA activity. First impressions are important. Always have a freshly ironed/laundered attire.
- Shampoo your hair as necessary and select a professional style. Jewelry should be conservative and coordinated to the uniform. Do not wear excessive jewelry.
- Practice positive posture. Stand and sit erect at all times.

GREETING OTHERS

- Greet adults and students with a smile and a firm handshake.
- Introduce yourself, if not being introduced, as follows: "Hello, "I'm Jane Doe, WV HOSA President, and you are _____."
- Be prepared to briefly describe WV HOSA. Review the HOSA Handbook.

GRADE REPORTS

- Send a copy of your grades at the end of each grading period to your local chapter advisor.

CHAPERONES AND CURFEWS

- When attending approved WV HOSA group activities you will be chaperoned by, and responsible to, the State Advisor and/or State Executive Secretary.
- Permission must be acquired to leave any location, including going out for meals or for entertainment.
- The State Advisor and/or State Executive Secretary will set the state officer curfew. Failure to adhere to the curfew may include elimination from activities, telephone calls to parents, return home, etc...

GENERAL BEHAVIOR

- When involved in any WV HOSA activity, you are expected to conduct yourself in a professional manner.
- Avoid confrontations with others at all times.
- If you have a concern, discuss it with the State Advisor before taking any action on your own.
- No drugs, alcohol, or smoking will be tolerated.
- Inform the State Advisor and/or State Executive Secretary of any illness or health condition that may influence your performance.

FINANCES

- It is important that you make arrangements for paying for your immediate expenses unless directed otherwise.
- Reimbursement is based on the previous guidelines and receipt of your request for reimbursement. A check for approved expenses incurred will be sent to you.
- If you have need for a monetary advance, please discuss this with the State Advisor.

LIABILITY INSURANCE

- You must be covered by a medical and an accident insurance policy before traveling for WV HOSA.
- Please provide your local advisor with a copy of your insurance coverage. The local advisor will then forward it to the State Advisor. If this is not possible, please bring proof of such coverage by having your parent(s)/guardian(s) send a copy of your insurance coverage to the Executive Council Training in April.

Other

- Local Chapter Advisors become members of the Executive Council upon the election of one of their students as a State Officer.
- All members of the Executive Council must commit to attend all WV HOSA activities. It may be necessary to arrive early, as much as a day early, for certain events (i.e. Fall and State Leadership Conferences). This will require time away from your school/home school/classroom. Therefore, administrative support is vital. Please ensure that the Administrator at both the CTE center and/or high school is in full accordance with your student's desire to become a state officer.
- WV HOSA financially supports State Officers based on funds available. However, your local chapter and/or school are requested to support State Officers to the greatest degree possible.
- If for some reason you cannot attend a WV HOSA sponsored event, please notify the State Advisor and/or Executive State Secretary as soon as possible.
- All students seeking a state office must compete in one of the Competitive Events. You are seeking to lead the organization and as such should model commitment to all facets of WV HOSA's plan of work.
- In an effort to go green, WV HOSA is paperless. If you desire to serve as a member of the Executive Council, you must be diligent in checking and responding to your email.

