



# Chapter Advisor Responsibilities

## Chapter Advisor Job Description

This list includes a number of tasks and responsibilities often performed by HOSA chapter advisors.

1. Help the students to establish a Program of Work, which is a list of activities, projects and events for the year
2. Acquaint students and parents with HOSA and identify the individual rewards gained through its instructional activities
3. Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and expedite the practice of good parliamentary procedure at all times
4. Oversee the ceremonial functions, such as installation of local Chapter officers
5. Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress
6. Encourage students to attend functions open to them and supervise them during attendance
7. Encourage fund-raising activities and supervise the financial aspect.
8. Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.)
9. Encourage capable members to seek local, state, and national offices
10. Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition
11. Encourage Chapter participation in regional, state and national conferences
12. Ensure members are registered for conferences by the registration deadline
13. Ensure invoices are paid on time
14. Identify contacts with members of the professional community relative to the student organization
15. Suggest resources--people, places, and materials to finance and implement the Program of Work
16. Inform the school administration, faculty, students, parents, career and technical educational advisory council, and the community, as well as state and national offices, of the Chapter's achievements

*\*Information taken from National HOSA website.*



## Master Checklist

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*The following checklist is a suggestion of major activities and events for your chapter to be involved with this year.*

- Elect Chapter Officers
- Obtain Chapter Charter Information
- Organize Chapter Officers to Create a Program of Work
- Set Up Regular Chapter Meeting Times
- Set Chapter Deadlines for Fall Activities (Conferences, HOSA Week, Service Activities, etc.)
- Promote Fall Events
- Register for Fall Events
- Set Chapter Deadlines for Regional Leadership Conference
- Promote Regional Leadership Conference
- Register for Regional Leadership Conference
- Set Chapter Deadlines for State Leadership Conference
- Promote State Leadership Conference
- Register for State Leadership Conference
- Hold End-of-the-Year Banquet for Chapter
- Set Chapter Deadlines for National Leadership Conference
- Promote International Leadership Conference
- Register for International Leadership Conference