

National HOSA Competitive Events Program

TASK REVIEW

DIRECTOR AND CO-DIRECTOR

The National HOSA Competitive Events Program requires a "team effort!" It takes everyone doing their part to make the program successful for all HOSA members.

You can find the "coaching staff" for this team in the National HOSA Headquarters in Texas. They support, encourage, advise, and assist as needed. The 1-800-321-HOSA number and voice mail assure that help is only one phone call away, 24 hours a day.

The "quarterback" of the team is the Director of Competitive Events, with the Co-Director sharing much of the management responsibilities with the Director. Together, they work with management, Category Chairs, Lieutenants, National Officers and State Advisors to make up the National HOSA Competitive Events Program Staff.

The management rotation approved by the HOSA Inc. Board of Directors provides that an individual is appointed by HOSA Management to serve as:

| MANAGEMENT | TERM |
|---------------|---------|
| Co-Director ∇ | 1 Year |
| Director ∇ | 2 Years |
| Co-Director | 1 Year |

What follows then, is a review of the responsibilities of the Director and Co-Director - with an understanding that in a true team effort, everyone works together toward one common goal - providing HOSA members with an outstanding and fun Competitive Event experience!

Director's Responsibilities

- Develop Competitive Events Meeting agenda
- Review and approve all CE Program Meeting minutes
- Recommendations to HOSA Management regarding CE Membership appointments
- Proof-reading (Convention resume', NLC agenda, HOSA Magazine, etc.) as requested by HOSA Management
- Review preliminary competitor lists for general registration violations (more than three (3) from a state, etc.) prior to the NLC
- NLC Event Process/Personnel Management
- NLC Event Manager Orientation (Big Picture information)
- CE Update for NLC Advisor Orientation (Wednesday)

- NLC Event Registration changes after Event Orientations
- Presides over CE Inquiries
- Signs off on all final scripts for sessions
- Assures that all event recognition (medallions, pins, plaques, certificates) are accurate and available in sufficient quantity for sessions
- Maintain contact information for all essential personnel - walkie-talkie with hotel sales contact, and phone numbers for all hotel contacts and off-site clinical sites
- On Sunday before NLC, meets with HOSA Management, finalizes agendas for all CE-related meetings for the week, and assists Co-Director with setting up CE HQ
- CE Program Report at the HOSA, Inc. Board of Directors Meeting
- Participate in the SAM Conference as directed by HOSA Management
- All other responsibilities as assigned by HOSA Management
- Approve scenarios and secure topics

Co-Director' Responsibilities

- First time as Co-Director: Learn role of Director
- Second time as Co-Director (Following two years as Director): Mentor new Director in his/her role
- Event guidelines - Revisions/Updates
- Assist with CE Program Meetings - take roll, circulate member list for updates - keep minutes if needed
- NLC CE Headquarters Management (Boxes, materials check-in and out, secure room, Etc.)
- TACs
- Sets up CE HQ on Sunday of NLC Week
- All other responsibilities as assigned by the Director or HOSA Management

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JUDGE COORDINATOR

HOSA Management selects a Judge Coordinator to oversee the Judge Orientations/Meal functions at the hotel during the NLC. Public relations and helping judges understand the HOSA organization are important responsibilities of the Judge Coordinator.

- Λ 1 hour before Meal Function, take the following supplies to the meal location:
 1. List of judge names by event
 2. Judge name tags
 3. HOSA materials/programs for judges
 4. Event signs for tables

- Λ Set up orientation room:
 1. Count out seats for judges and place name tags/materials at assigned seats
 2. Reserve one seat per table for Event Manager(s) and Lieutenants

- Λ Greet judges at door - show them to their assigned seats
- Λ Welcome judges at appointed time - and introduce any CE staff members present
- Λ Invite CE Director to speak
- Λ Review process with judges
 1. Event Managers will orient them at table or site
 2. Judges are asked to rate independently
 3. Please treat each competitor the same
 4. Competitors will not see rating sheets
 5. Initial all rating sheets and add scores (will be re-added by CE Personnel) Don't leave any areas blank
 6. Final winners will be determined mathematically using a computer to adjust for differences among sections where needed

- Λ Consult with CE staff members for any area where judges are absent

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EVENT CHECK-IN PROCESS

With so much emphasis on event management, sometimes the "after event" details are taken for granted.

On occasion, event results must be reexamined - even after the event is over, final script approved, and winners announced. Proper attention to the event check-in process will assure that all information is available for the Director/Co-Director to review the results.

Before the Events:

- Assist Lt.(s) in final preparation of event boxes - add secure items, stop watches, pencils, staplers, signs, etc.
- Go to judge luncheon to assist as needed - eat if time permits - or return to CE HQ

During the Events:

- Stay in CE HQ - Lieutenants and Event Managers need to know where you are to resolve conflict if needed
- Receive reports from Lieutenants as they make their rounds

After the Events:

- Check-in every box
- Clean out the box:
 - Be sure all forms are properly labeled
 - File forms in proper place (per Co-Director)
 - Return materials (pencils, etc.) to proper place
 - Throw away used forms that don't need to be saved
- Double-check all event tally sheets and results
- Validate tie-breaker
- Sit with Event Manager and/or Lieutenant for exit conference (how did event go? any problems? thanks for your help!)
- Scan competitor evaluations
- Confirm final results - review tally sheets for logic
- Take results to Tabulation Center
- Review final script from Tabulation Center - give to Director for final script approval.