## Cybis-HOSA-Rebrand-Logo-Standard-lo-resCompetitive Events Intern Program

**WHAT**

An opportunity to work with the HOSA Competitive Events Management Team (CE Team) at a 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 and Biomedical 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.
* Interns will arrive Tuesday or Wednesday of the ILC week.
* Interns who arrive early on Tuesday may have an opportunity to go on off-site visits to help with event preparation. These visits are optional.
* Interns will be assigned to work with various Lieutenants to provide a variety of learning opportunities regarding the CE role at ILC.
* Interns will shadow existing CE Team members and will help as appropriate.
* 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.
* 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 January team planning meeting and participate in all Lieutenant assignments.

**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.

**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**

If invited to join the CE Team, duties outside of ILC week will include a one-day meeting in January, and then 2-10 hours of reviewing materials sent via email throughout the year, and contacting Event Managers and Judge Manager for a 30-minute phone meeting before the ILC.  The amount of time involved depends on the individual team member and his/her assignment.

**FUNDING**

Local agencies (schools) and the State Association are asked to *help* with the expenses involved in traveling to one ILC planning meeting in January, 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.