

Job Description: Display Time Monitor

Who Are We Looking For?

Display Time Monitor may be adult from a sponsoring state, or other volunteer as assigned.

Why Do We Need You?

Display Time Monitors are needed to ensure the competitors get credit for attendance and that the Display Time is run as allowed by the event guidelines. Display Time Monitors must complete the Display Time Summary sheet. These give HOSA staff data about which competitors did not show up. It also allows HOSA staff to make recommendations to the CE Committee for any changes to the guidelines related to the amount of time given, etc. The information used from the Display Time Summary also helps HOSA compile post-ILC event reports. It is vital to have accurate and thorough information.

Before the Event

* Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless if you have worked on this event in the past.
* Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
* Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
* Do not plan extracurricular activities during event commitment time.
* Make sure you know where you are going – find your event room(s) – verify when you need to be there.
* Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix G at <http://hosa.org/appendices>.

**Event Personnel Orientation**

* Attend the *mandatory* Event Personnel Meeting for your scheduled event in which all event personnel attend to learn their roles.
* There is an Event Personnel Orientation scheduled before each round (if applicable) and typically they are scheduled 45 minutes – 60 minutes prior to the start of the event. You need to attend the orientation for the round 1, round 2, and/or both rounds depending on what you have been assigned by your State Advisor.

**Paperwork**

* Review the Display Time Summary for your event so you know exactly how the timing will work during the event.
* Fill-in the top section of the Display Time Summary with the event name, your name, and when the Display Time began and ended.

During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you there.

* You are responsible for the event running on time according to the event guidelines.
* Please note on the Display Time Summary form the competitors who do not show up or are late.
* Distribute Talking Points to competitors.
* You are responsible for ensuring visitors do not touch displays or cause disturbances. Ask anyone causing problems to leave.
* Time event using the provided stopwatch or your cell phone (must be in airplane mode).
* Move about the event room in clear site of the competitors so they can easily see you.
* Provide 5-minute time warning for visitors.
* STOP Display Time on time – do not let the event continue past the allotted time.

After the Event

* Add any applicable notes about the event to the Display Time Summary.
* Sign the Display Time Summary.
* Review the Display Time Summary with the Judge Manager/Event Manager and debrief.
* Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.