

TASK REVIEW:

Role of the Category Chair

1. **Pre-ILC Event Planning** 
   * Communicate with the Lieutenant before the ILC. Have they communicated with their Event Managers & Judge Managers?
   * Are you 100% sure that the Lieutenants are ready?
   * CC HOSA Management on all pre-ILC email contacts.
2. **Know the Rules**
   * Read your event guidelines frequently.
   * Read the General Rules and Regulations at least three times.
3. **Know the ILC History**
   * Be sure to discuss the results from the previous year (CE Event report and other documents) with the current year’s Lieutenants.
   * Discuss the Lieutenants plan for improvements, as needed.
4. **Know the ILC Plan**
   * Assist Lieutenants in using the ILC materials, including Snapshots, Room Sets, Room Chart, Round Two Info Sheets, Equipment List, Agendas, etc.
   * Use the CE Management Guide for Event-specific training.
   * Walk the event space
   * Review event specifics on Monday or Tuesday of ILC week, and assist Lieutenants in visualizing EVERY DETAIL of the flow and timing of their events.
5. **During ILC**
   * **Before the Events**
     + Attend orientations (Event Manager, Judge Manager, Event Personnel and Judge) as schedule permits. Your role is to listen.
     + Check the category materials, equipment and supplies. Make sure Lieutenants have what is needed for their events. Use Gotta Have It Chart to cross check materials.
     + Check the secure box. Make sure that what the Lieutenants will need is there.
     + Be prepared to meet with the hotel staff regarding room set-ups if requested.
   * **During the Events**
     + **Be visible to your Lieutenants on-location at their events, offering support and assistance as needed;** and always let them know how much we appreciate their service to HOSA**.**
     + Get frequent status reports from your Lieutenants. Ask specific questions about the event progress. Be sure you know what is happening with your events!
     + Give frequent status reports to HOSA Management.
     + Work with your Lieutenants to solve challenges.
   * **After the Events**
     + Go through the event materials BEFORE you turn them in. Does each section have a section summary form? Does each event have a Master Section Summary? Look at the rating sheets. Did the event run correctly?
     + Conduct a brief exit conference with the Lieutenant and then sign the Master Section Summary form.
     + Read the comments on the Event Evaluations. Is there anything that needs to be addressed or clarified?
     + Take the event materials and Master Section Summary form to Tabulations.
     + Are there ways to clarify the event guidelines? Event clarity and understanding is our goal. Provide feedback if the event does not run perfectly.
     + We want your suggestions too! If you have a great idea for event improvement – share it!
6. **Go Above and Beyond**
   * How can you make this experience meet the expectations of the Lieutenants?
   * How can you make this a personally satisfying experience?