

Florida HOSA 2023 – 2024 Program of Work

Objective	Responsible	Action Plan	Time Frame
1) Develop annual budget.	Executive Director/State Advisor	Prepare the 2023-2024 budget for Florida HOSA by June 30, 2023, based on the needs of Florida HOSA.	By June 30, 2023
2) Develop Calendar of Events.	Executive Director/State Advisor	Develop and present the Calendar of Events for the 2023-2024 HOSA Year.	By June 30, 2023
3) Manage fiscal accounts for Florida HOSA.	Business Manager	1) Collect and disburse funds as required to conduct business and activities of Florida HOSA. Incoming funds may include dues, Carl Perkins monies, and conference registration fees. 2) Work with the auditor for annual audit. 3) Complete all reports required by the IRS.	Ongoing
4) Prepare and submit Perkins Grant application and quarterly deliverables reports.	Executive Director/State Advisor	1) Complete and submit Perkins Grant Application for CTSOs to secure additional funding. 2) Compile and submit quarterly deliverables reports based on Scope of Work and Grant Activity Report.	7/23 – 8/23 10/23, 1/24, 4/24, 7/24
5) Provide effective communication and interaction with teachers, students and other interested parties.	State Office Staff	1) Prepare and disseminate mail-outs to each region which will include information about organizing and managing Regional Conferences. 2) Provide technical assistance to teachers regarding affiliation, competitive events, membership, leadership activities, and HOSA operational issues. 3) Prepare and disseminate the Florida HOSA Newsletter four times per year in PDF format.	Ongoing Ongoing 8/23, 10/23, 2/24, 5/24
6) Coordinate State Officer Activities.	Executive Director/State Advisor Administrative Assistant	1) Coordinate the election of the State Officers through providing applications, testing potential candidates, providing election guidelines, and conducting the elections according to the bylaws. 2) Plan, coordinate, and conduct the New Officer Conference (NOC). This conference is a three-day training for the new officer team at the Florida HOSA State Office. 3) Accompany State Officers to Washington Leadership Academy. 4) Assist State Officers with Florida HOSA Foundation Scholarship fundraisers.	1/24 – 4/24 5/3/24 – 5/5/24 9/23/23 – 9/26/23 Ongoing
7) Set-up online conference registration and testing system for Regional and State Conferences.	System Manager	Utilize HOSA online system for FLDA and SLC registration, as well as Regional Competitive Events Conferences and online testing. Send database and reports to designated Regional Advisors after deadline date.	8/23 – 4/24

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8) Conduct the Fall Leadership Development Academy.	State Office Staff	Plan, coordinate and conduct the Fall Leadership Development Academy to be held 11/17/23 – 11/19/23 at Camp Kulaqua in High Springs, Florida. This is accomplished through the coordination of registration, collection of fees, programming, and oversight of conference operation. State Officer planning meetings will be used to organize and refine workshops and activities. Staff will also reach out to volunteers/past State Officers in regard to presenting additional workshop(s).	8/23 – 11/23
9) Provide competitive event material for State and Regional Conferences.	Executive Director/State Advisor System Manager	1) Provide state competitive event material to appropriate committees and personnel. 2) Disseminate regional competitive event material to Regional Advisors in a timely manner.	10/23 – 4/24
10) Mail out membership pins.	State Office Staff	Download membership database on October 16 th and January 4 th to mail a membership pin to each person that has affiliated with Florida HOSA through his/her Chapter Advisor.	10/23 & 1/24
11) Develop electronic submission for Florida HOSA Foundation Scholarship Application.	System Manager	Develop and post electronic Florida HOSA Foundation Scholarship Application using the Tallo platform for submission. Send submissions to Foundation Manager.	9/23 & 2/24
12) Conduct the annual State Leadership Conference.	State Office Staff	Plan, coordinate, and conduct a State Leadership Conference to be held 4/4/24 – 4/7/24 at the Marriott Orlando World Center. This will be accomplished through coordination of room rates, registration, assignments of responsibilities to chapter advisors, collection of registration fees, facilitation of competitive events, and oversight of all conference operations.	10/23 – 4/24
13) Perform liaison activities with Global/National HOSA.	Executive Director/State Advisor	1) Attend the State Advisors Management conference (SAM) coordinated and conducted by Global/National HOSA. 2) Disseminate communication from Global/National HOSA to Regional Advisors. The Regional Advisors relay the information to their Chapter Advisors. 3) Notify 4 th and 5 th place competitors of ILC eligibility once contacted by Chapter Advisors of 1 st – 3 rd place competitors that are unable to attend the ILC.	9/23/23 – 9/26/23 Ongoing 4/8/24 – 5/1/24
14) Coordinate participation in International Leadership Conference.	State Office Staff	Process registrations and collect fees for all Florida HOSA chapters attending the ILC; mail monies to Global/National HOSA; and appoint and coordinate volunteers for functions assigned to Florida HOSA by Global/National HOSA.	4/8/24 – 6/30/24

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15) Engage in effective communication with Florida HOSA Board of Directors.	Executive Director/State Advisor	1) Attend all Florida HOSA Board of Directors meetings and report on activities, accomplishments, and fiscal status of Florida HOSA. 2) Notify Board of Directors/Executive Committee of pertinent issues/items throughout the year that affect the operation of Florida HOSA. This can be done via phone, e-mail, internet, fax, or mail.	11/23, 4/24, & 6/24 Ongoing
16) Update and maintain Florida HOSA website.	System Manager	Update State Officer pages; update conference pages with current information as it becomes available; and maintain rotating header with current information/areas of interest.	Ongoing