

CHAPTER ORGANIZATION

Decide which method you will use to organize one or more HOSA chapters. There is no correct way to organize your chapter. Choose the organizational structure which works best for you, your students and your schools schedule.

1. **Classroom based chapter.** A HOSA chapter is formed for each class of five (5) or more students. This is a preferred method in institutions where students are unable to meet together regularly. Each chapter elects an officer team and develops its program of work. For large projects, chapters can collaborate. Business meetings and programs can be held during class time since HOSA is “curricular” and not “extracurricular.”

2. **Instructor based chapter.** One instructor for all students enrolled in his/her classes forms a chapter. While chapter meetings with all students may be difficult to schedule, individual classes can form in-class committees to plan and organize projects and activities. Each class can elect a vice president (class representative) that serves on a HOSA Chapter Council, the steering committee for the chapter.

3. **Institution wide chapter.** A single chapter is formed for all students in all classes regardless of the number of instructors. This is the preferred method for post high school institutions (community colleges, technical schools and four-year colleges) where multiple instructors offer multiple courses. If this method is adopted, every effort must be made to get 100% active involvement by all students and instructors.