**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**ESA FOUNDATION COUNSELOR**

The ESA Foundation Counselor shall be an active member of the ESA Foundation. The Counselor will keep the Colorado State Council (CSC) and its members informed of ESA Foundation projects. You will encourage councils, chapters and individuals to become members in the ESA Foundation. CSC became a Life Active Member of ESA Foundation in 2013. Encourage participation in the Youth Awards. You will complete the Credentials of CSC ESA Foundation members for voting and hold the caucus with the Colorado delegation at the designated time at the IC Convention.

You shall promote donations to the ESA Foundation and encourage applications for the scholarships. You will seek applications for the International Council (IC) Youth Award Program and the ESA Scholarships.

I. Refer to:

A. CSC Constitution, Bylaws and Standing Rules for your duties, **please read the complete document**.

B. ESA Foundation State Counselor’s Manual distributed by ESA Foundation.

II. ESA Foundation Counselor:

A. Shall be an active member of the ESA Foundation.

B. Confer with IC Foundation Counselor and attend the IC workshop.

 1. Present Awards received at the IC workshop at the Fall CSC meeting.

C. Promote individual, chapter, and council membership with ESA Foundation.

D. Encourage participation in all ESA Foundation Programs:

1. Turn-Around Funds

2. Scholarship donations

3. Applications for scholarships

4. Special events

E. Caucus for IC voting:

1. Conduct ESA Foundation caucus at IC Convention and consult with the CSC President regarding caucus time.

F. Benefits of ESA Foundation Membership

1. Members may deduct some expenses to attend IC Convention if they attend the ESA Foundation meeting.

III. Youth Award:

A. Encourage application for scholarships.

B. Encourage participation in IC Youth Award Program.

IV. CSC Convention Awards

1. Send award winners to Awards Chairman by May 1for:
2. Lifeactive Membership
3. New Members
4. Scholarship Coordinators
5. Participation in various ESA Foundation Programs

B. Present awards at Friday Mixer.

V. Reporting

A. **Contact your Lamplighter Advisor and the previous officer.**

B. Report as needed to IC Headquarters and IC Foundation Coordinator.

B. Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.

C. Prepare article for the *Golden Lamp,* as needed, per schedule.

D. Provide information to Web Team for posting to CSC Website.

E. Make recommendations to pass on to your successor.

F. Write chapter in-service letters.

VI. Sunday morning Officers’ meeting

A. Attend meeting as called by newly installed President.

B. Pass all files, stationery, etc. to your successor.