**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**GOLDEN LAMP EDITOR**

The *Golden Lamp* Editor is appointed for a one-year term by the Colorado State Council (CSC) President. The *Golden Lamp* Editor is responsible for the editing and publication of the Colorado State Council newsletter, the *Golden Lamp*.

I. Refer to CSC Constitution, Bylaws and Standing Rules for all duties, **please read the complete document.**

II *Golden Lamp* Editor:

A. Ask the President for their theme and logo.

B. Encourage and promote chapter subscription to the newsletter:

1. Distribute the subscription form Sunday morning of Convention.

2. Have subscription form available on the Website.

C. Send an email reminder one week before articles are due for the next publication to all officers and Chapter/Council Presidents.

D. Present the schedule for submission of articles to CSC officers and chairmen.

E. Distribute via email the publication notification to members and submit to the Web Team to post on the Colorado web site.

F. A printed copy shall be sent to:

1. Active chapter/council presidents who have paid their state dues, submitted a subscription form each year and requested a **printed copy**.

2. Any member who has paid the current subscription fee and submitted a subscription form.

G. Complimentary copies will be mailed or emailed to the Colorado State President, the International Council (IC) President, and the IC News Bulletin Chairman.

H. The editor may submit printed copies of the *Golden Lamp* for the IC Bulletin Award according to the IC guidelines, if funds are available from paid subscriptions.

I. Report at State Convention the working fund.

J. Discontinue subscription to Chapters and Councils not in good standing. The Treasurer will provide a list of the Chapters and Councils in good standing in December.

III. Monetary Resources

A. Receive a working fund by July 1.

B. Receive subscription fee from any paid member.

IV. CSC Convention Awards:

A. Send award winners to Awards Chairman by May 1 for:

 1. Top three Chapters for outstanding reporting.

 2. Top three Councils for outstanding reporting.

B. Present awards at Friday Mixer.

V. Reporting

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

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

1. Number of paid subscriptions.

2. Number of chapter and council subscriptions.

3. Courtesy subscriptions.

4. Report of expenses and income.

C. Make recommendations to pass on to your successor and officer files.

D. Write chapter in-service letters.

VI. Sunday morning Officers’ meeting

A. Attend meeting as called by the newly installed President.

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