**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**JUNIOR PAST PRESIDENT/DISASTER FUND CHAIRMAN**

As Junior Past President/Disaster Fund Chairman, you have proved yourself to the Colorado State Council (CSC) with many years of service. Although your title is Past President, you still have a busy year ahead of you. As Junior Past President you will be ever ready to advise the President and/or other officers that may ask your assistance. You will solicit funds for the ESA Disaster Fund and report as needed to the International Council (IC) Disaster Fund Chair. You will also be chairman of the Leadership Workshop at the State Convention.

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

II. Disaster Fund Chairman:

A. Promote donations to the IC Disaster Fund:

1. Receive information from IC Chairman following IC Convention.

2. Review (or prepare) donation form to be posted on the CSC Website.

B. Complete all reports as needed for IC Disaster Fund Chairman.

C. Inform the membership that the IC Disaster Fund Guidelines and Application are on the HQ website under the Member Center.

1. Effective June 1, 2021, all applications will be sent directly to the IC Disaster Fund Chair, keeping the State of Colorado in compliance with both HIPPA and Privacy Laws.

D. CSC Convention Awards:

1. Send award winners to Awards Chairman by May 1 for first, second, and third place for donations made by:

 a. Individuals

 b. Chapters

 c. Councils

2. Present awards at Saturday Awards Luncheon.

III. Leadership Workshop

A. Confer with Workshop Director and President.

B. Prepare workshop handouts and post on Colorado website under Chapter Tool Kit.

1. Present information to aid Chapter Presidents during their term of office.

C. Solicit help from Colorado Lamplighters, IC Representative, and President.

IV. Reporting:

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

B. Prepare articles for the *Golden Lamp,* as needed, per schedule.

C. Make recommendations to pass on to your successor.

D. Write chapter in-service letters.

V. Sunday morning Officer’s meeting

A. Attend meeting called by the newly installed President.

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