

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**COMMUNICATION COORDINATOR**

As Communication Coordinator, you shall:

* Assist the Colorado State Council (CSC) State President in compiling the State Yearbook distributed at the Fall Board meeting.
* Promote the use of social media.
* Advise the chapters of upcoming activities or events.
* Continuously update and monitor all social media accounts.
* Coordinate with the Web Master to ensure information is correct and current on the CSC web site.

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

II. Assist the State President in compiling the State Yearbook.

 A. Recommend the following information for the Yearbook:

1. Cover with President’s logo and theme
2. Table of Contents
3. CSC Website information
4. Yearbook Change Form
5. President’s Welcome or Acceptance Speech
6. Fall Board Information
7. Future Convention sites (State and International Council)
8. State Council General Information (Alpha and Chronological formats regarding deadlines for dues and reports)
9. CSC Officers and Advisors (Provided by the Lamplighter President after Spring Board)
10. Committees
11. Officer’s Chapter In-service Assignment
12. CSC Chapter and Council Presidents and Treasurers (Officer Change Form information collected at State Convention)
13. Lamplighter Officers
14. List of Active Lamplighters (Provided by the Lamplighter Secretary)
15. Rocky Mountain Regional Council Officers and Roundup information
16. CSC Bylaws and Standing Rules (Provided by Parliamentarian by June 15 or thirty (30) days after the close of the CSC convention)
17. Information available on CSC website
18. Information available on HQ website
19. Other information that maybe useful to the membership

B. Distribute State Yearbooks at the Fall Board meeting as follows:

1. Complimentary copies: Distributed to all CSC board members, Council and Chapter Presidents “in good standing.”
2. Lamplighters: The Lamplighter Treasurer will distribute those yearbooks. They will reimburse the cost of the yearbook to the State President.
3. Individual members: May purchase a copy at a price set by the current State President.

C. The following information is available on the CSC web site (www.esacolorado.org):

 1. CSC Dues Form

 2. All CSC Forms

3. Past State Presidents (Listed by year of service, theme, convention city, and theme)

4. Outstanding Member of the Year

5. Outstanding Chapter of the Year

6. Pioneer Member of the Year

7. Pledge of the Year

8. Distinguished Athenian

D. The following information is available on the ESA Headquarters web site (www.epsilonsigmaalpha.org):

1. Headquarters Information
2. IC Dues Form
3. IC Officers and Committees
4. ESA Foundation Directors and information regarding programs

III. CSC Fall and Spring Meetings:

1. Assist the President with arrangements for all meetings.
2. Prepare and distribute the registration form.
3. Receive registrations and monies.
4. Prepare a list by chapter to be used at registration and by the Secretary.
5. Make place cards for seating of all officers and any guests deemed necessary.

IV. Promote the use of Social Media:

A. Update the CSC Facebook page regularly: [www.facebook.com/EpsilonSigmaAlphaColorado](http://www.facebook.com/EpsilonSigmaAlphaColorado).

B. Advise the members of upcoming activities or events thru email, Facebook, or other social media avenues.

C. Continuously update and monitor all social media accounts.

D. Coordinate with the Web Master to ensure information is correct and current on the CSC web site.

V. State Reporting:

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

B. Provide Yearbook information to CSC Web Team after State Convention, but not later than August 15.

C. Prepare articles for all issues of the *Golden Lamp*, include any updates/changes to the Yearbook.

D. Prepare two (2) copies of your report for all State meetings; one (1) copy for the Secretary and one (1) copy for your files.

E. Make recommendations to pass on to your successor.

F. Write chapter in-service letters.

VI. State Convention Officer’s meeting:

A. Attend meeting called by the newly installed President.

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

 1. Records are kept three (3) years per the Records Retention Guidelines.