**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**EASTERSEALS COORDINATOR**

As Easterseals Coordinator, you will work to promote activities for the Easterseals organization. You will contact Easterseals Colorado and the International Council (IC) Easterseals Chairman for information on State/International Council fund-raising and their need for volunteers.

The Easterseals Coordinator is a member of the Philanthropic Team. This team will coordinate all Philanthropic Programs for the Colorado State Council (CSC). Members of the Philanthropic Team include: Philanthropic Chairman, ESA for St. Jude Coordinator, and Hope for Heroes Chair.

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

II. Easterseals Coordinator:

A. To promote Easterseals for the CSC with fund-raising projects and education with regard to Easterseals Colorado and its needs to the membership of CSC.

B. Work with Easterseals Colorado and IC Easterseals Chairman.

C. To encourage chapter participation in special events, make event planning material readily available and offer advice to assure the success of events.

D. To maintain an accurate accounting record of individual and chapter donations for state awards; also reporting to the IC Easterseals Chairman by May 15.

E. CSC Convention Awards:

1. Send top three Chapter award winners to Awards Chairman by May 1 for:

1. Hours per member
2. Donated monies per member
3. Donated goods per member
4. Miles per member

2. Present awards at Friday Mixer.

F. Record Chapter name and number for all reports received and file in your notebook for your successor. Also send a copy to the Awards Chairman.

III. Philanthropic Team:

A. Confer with Philanthropic Team Chairman and work with Philanthropic Team of CSC:

1. Coordinate and promote all Philanthropic programs in CSC.

2. Plan activities for each area with cooperation of programs for maximum success and keep the membership informed.

IV. Reporting:

1. **Contact your Lamplighter Advisor and the previous officer.**
2. Complete reports necessary to comply with IC Easterseals Program.

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

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

E. Provide award form and information to the Web Team for the CSC Website.

F. Make recommendations to pass on to your successor and the Philanthropic Team Chairman.

G. Write chapter in-service letters.

V. Sunday morning Officers’ meeting:

A. Attend meeting as called by newly installed President.

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