

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**EDUCATIONAL DIRECTOR**

As Educational Director, you shall:

* Consult with the President to plan workshops for the State Board meetings.
* Collect the educational reports from the Colorado State Council (CSC) chapters.
* Forward the top three (3) chapter educational reports to the International Council (IC) Educational Director for competition at the IC Convention.

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

II. Educational Director:

A. Distribute Educational Report Form available on CO website.

1. Have Educational Form available at Fall Board meeting.

2. Chapter reports are due April 1, to be eligible for judging in current year.

III. Workshops:

A. Consult with the President to plan workshops and seminars at Fall Leadership and Spring Board.

B. Funds are available for speakers at workshops, etc. from Leadership and Education Fund (about $300).

IV. CSC Convention Awards: See CO State Council Awards Guidelines.

1. Chapter Awards:
	1. Awarded to top three (3) chapter educational programs. Secure three (3) judges outside ESA. Also, send the Educational Judging Form.
2. Golden Link Award:
	1. Requires six (6) reports.
3. Distinguished Athenian:
	1. Encourage chapters to submit their Educational Director for the Distinguished Athenian Award.
	2. Awarded to a Chapter Educational Director who has demonstrated special educational accomplishments.
4. Record chapter name and number for all reports received and file in your notebook for your successor.
5. Email award winners to Past President/Awards Chairman by May 1.

V. IC Educational Awards: Due June 1 to the IC Educational Chair; the forms are available on the HQ website:

A. Chapter: Submit top three (3) Chapter Educational programs to compete for the Gold Seal Merit Award.

B. State Educational Chair: Submit a notebook detailing what **YOU** have accomplished during **YOUR** year to promote, challenge, and direct the State's Educational program to be eligible for the Maie L. Wells Award.

VI. State Reporting:

1. **Contact your Lamplighter Advisor and the previous officer.**
2. Prepare two (2) copies of your report for all State meetings; one (1) copy for the Secretary and one (1) copy for your files.
3. Report to the *Golden Lamp* per schedule.
4. Make recommendations to pass on to your successor.
5. Write chapter in-service letters.

VI. State Convention Officer’s meeting

A. Attend meeting called by the newly installed President.

B. Pass all files to your successor.

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