

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**GOLDEN LAMP EDITOR**

The *Golden Lamp* Editor is responsible for preparing, distributing, and publishing the Colorado State Council (CSC) newsletter, the *Golden Lamp*. They shall:

* Publish the Golden Lamp to meet all deadlines.
* Submit the Golden Lamp to the Web Team to post on the CSC website.
* Submit the Golden Lamp for the International Council (IC) Bulletin Award according to the IC guidelines.

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

II. *Golden Lamp* Editor:

A. Request the President provide their theme and logo to use on the newsletter.

B. Send an email reminder one (1) week before articles are due for the next publication to all officers and Chapter/Council Presidents.

C. Present the schedule to CSC officers and chairmen for months articles are due.

1. Articles are due the 1st day of the following months: August, October, December, February, April, and June.

2. The *Golden Lamp* will be published by the 10th of the month.

D. Submit to the Web Team to post on the CO web site.

E. Notify the membership the Golden Lamp is available on the CSC website.

1. A printed copy shall be sent to any member who has paid the current subscription fee and submitted a subscription form.

III. IC Reporting:

A. The editor shall submit the Golden Lamp to IC for the IC Bulletin Award according to the IC guidelines. The form is on the IC website.

IV. CSC Convention Awards:

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

1. Top three (3) Chapters for outstanding reporting.

B. Present awards at State Convention. See CO State Council Awards Guidelines.

V. State Reporting:

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

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

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

D. Write chapter in-service letters.

VI. State Convention Officers’ 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.