

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**HOPE FOR HEROES (H4H) CHAIR**

As Hope for Heroes Chair, you will work to promote activities for Hope for Heroes. Contact the International Council (IC) Hope for Heroes Chair for information on current projects and fund-raising.

The Hope for Heroes Chair 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 Easterseals Coordinator.

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

II. Hope for Heroes Chair:

A. Promote Hope for Heroes fund-raising projects, education, and its needs to the membership of CSC. Ideas are posted on the ESA HQ website: [www.epsilonsigmaalpha.org/HopeForHeroes](http://www.epsilonsigmaalpha.org/HopeForHeroes).

B. Encourage Chapter participation in special events, make event planning materials readily available and offer advice to ensure the success of events.

C. Maintain an accurate accounting record of Chapter donations for State awards and report to the IC Hope for Heroes Chair as required.

D. CSC Convention Awards:

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

a. Hours per member

b. Donated monies per member

c. Donated goods per member

d. Miles per member

2. Present awards at the Saturday Awards Luncheon.

E. Record Chapter name and number for all reports received and file in your coordinator 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.**

B. Complete reports necessary to comply with IC Hope for Heroes 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 called by newly installed CSC President.

B. Pass all files, stationery, etc. to your H4H successor.