

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**HOPE FOR HEROES (H4H) CHAIRMAN**

As Hope for Heroes Chairman, you shall recommend programs to honor our military men and women.

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

II. Hope for Heroes Chairman:

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

B. Encourages chapter participation in special events.

C. Arranges for a drawing to be held at State Convention. Monies are donated to a local (501(c)3) military organization.

III. CSC Convention:

A. During the awards (see CO State Council Awards Guidelines), give an overview of the Hope for Heroes Chapter Projects.

B. Record Chapter name and number for all reports received and file in your notebook for your successor.

IV. IC Reporting:

A. Report to the IC Hope for Heroes Chair as required.

B. Hope for Heroes awards are not given at IC Convention; the Chair requests a list of Chapter Projects.

V. State Reporting:

1. **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. Prepare article for the *Golden Lamp* per schedule.

D. Make recommendations to pass on to your successor.

E. Write chapter in-service letters.

VI. State Convention Officers’ meeting:

A. Attend meeting called by newly installed President.

B. Pass all files to your Hope for Heroes successor.

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