**COLORADO STATE COUNCIL**

**OFFICER AND IN-SERVICE GUIDELINES**

As a Colorado State Council (CSC) Officer, you are the liaison between the chapters and the CSC. To assist in your position, there are guidelines for your office. You have also been given a number of chapter in-service assignments. You can offer much encouragement and support to aid each chapter and their President to have a most successful year.

**BYLAWS:** Refer to Colorado State Council Constitution, By-Laws and Standing Rules, and Officer Guidelines for all duties. **Please read the complete documents.**

**IN-SERVICE CHAPTERS:** There are three areas you will cover with your in-service chapters: Correspondence, Visitations and Ceremonies.

**Correspondence:** Write letters to each of the chapters assigned to you. Your letters provide a strong link between the chapters and the State Council. Communication is extremely important.

* Send the letters shortly after the Fall and Spring Board Meetings. Send greetings either by regular mail or email throughout the year.
* Remind them of the deadlines for the following:
	+ State and International dues. State dues are due December 1. International dues are due August (the start of the ESA year), delinquent May 1.
	+ Encourage donations to the Disaster Fund.
	+ Encourage participate in all State programs and awards to include St. Jude, Easterseals, and Hope for Heroes.
* It is imperative they complete the philanthropic report for ESA to keep our 501(c)4 status.
* Articles to the *Golden Lamp.*  It is available via email or on the CSC website. Members may also request an individual subscription.
* Emphasize the importance of using the following for communication and information:
	+ The State Yearbook
	+ Forms, Officer Guidelines, and calendar can be found on the CSC website.
	+ The Colorado website at [www.esacolorado.org](file:///C%3A%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CTHDWM09T%5C2012%20Officer%20Drafts%5Cwww.esacolorado.org)
	+ The Colorado Facebook page at [www.facebook.com/EpsilonSigmaAlphaColorado](http://www.facebook.com/EpsilonSigmaAlphaColorado)
	+ The HQ website at www.epsilonsigmaalpha.org
* Encourage attendance at all State Meetings, State Convention, Rocky Mountain Regional Council Roundup and the International Council Convention.

**Visitations:** Request the chapter’s calendar and arrange for a visit. These visits are a great way to get to know the chapter members. Respond to all invitations **immediately** and always send **a thank you** after your visit.

**Ceremonies:** You may be asked to perform various ceremonies for your in-service chapters. When visiting a chapter, always be prepared; it is an honor to perform ceremonies using the Ritual Book. The Chapter President may ask you to perform their installation ceremony following their theme. They will appreciate a copy of the ceremony.

**LAMPLIGHTER ADVISOR:** Each officer has been assigned a Lamplighter as a mentor; recommend contacting them after State Convention. These members have served the membership as you are now doing; they can be a great resource. Correspond with them. They have a wealth of experience to share that may aid you as you plan your year.

**WRITTEN REPORTS:**

* Refer to the By-Laws and Officer Guidelines for specific reports that may be required of your office.
* Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.
* Keep a record of your activities so if the need arises you have the information.

**HAVE A GREAT YEAR**!

\*Each officer will receive a copy of this page.