

**COLORADO STATE COUNCIL**

**OFFICERS GUIDELINES**

**PAST PRESIDENT/AWARDS CHAIRMAN**

The Past President/Awards Chairman shall:

* Serve as the Awards Chairman, overseeing all awards presented at the State Convention as stated in the Colorado State Council (CSC) Awards Guidelines.
* Encourage and promote bids for State Convention.
* Serve on the Guideline Committee.

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

II. Duties of Awards Chairman:

A. Encourage and promote chapters to participate in the awards program.

B. Confer with all officers and chairmen that may be presenting awards:

1. Date for deadlines to receive all award applications for judging is **April 1**; the deadline for other awards is **May 1**.

2. Chapter and members must be in good standing with CSC. CSC dues must be paid on time to take part in **ANY CONTEST**; obtain eligibility list from Treasurer/Disaster Fund Chairman.

3. Refer to the CSC Awards Guidelines.

C. Custodian of CSC Award Certificates, a Generic Award Certificate is posted on the CSC website under the Guidelines Pages, Past President/Awards Chairman.

1. Download and add appropriate logo, etc. for use for award presentations.

D. Review Outstanding Pledge, Outstanding Member of the Year, Pioneer Member, and Outstanding Chapter forms; send corrected forms to the Web Team prior to CSC Fall meeting. Have chapters email one (1) copy or mail four (4) copies of the entries.

1. Keep one (1) copy for your use; number entries as you receive them.

2. Send entries to each judge with a tally sheet (with entry number as recorded, no names).

3. Review all tally/score sheets for each category judged.

E. Select judges for:

1. Outstanding Member and Pioneer Member: Two (2) from outside Colorado and one (1) CSC Lamplighter.

a. Send a thank you note to the out-of-state judges.

2. Distinguished Athenian Award, Outstanding Chapter, and Outstanding Pledge: Three (3) CSC Lamplighters.

F. Travel Award:

1. Have entry sheet available at registration desk listing: chapter name, number of members present and miles, and one (1) way from charter city to convention city.

2. The chapter traveling with the most members/miles wins the award certificate.

G. Awards/Mementos:

1. Service Awards:

a. Fifth Degree Pallas Athene and over.

b. Years of service: 15 years and over, in five (5) year increments.

i. Special requests may be honored.

2. Recognize all nominees for the following awards:

a. Outstanding Pledge:

i. Member for less than one (1) year.

ii. Present certificate to winner.

b. Pioneer Member:

i. Member with at least 40 years accumulative active service in ESA and a current member of an active chapter.

ii. Present winner a bouquet of flowers.

c. Outstanding Chapter:

i. Present certificate to 1st, 2nd, and 3rd place winners.

d. Outstanding Member:

i. Woman: Present winner with a tiara, provided by the Lamplighters, and a bouquet of flowers

ii. Man: Present winner with an appropriate memento such as an engraved tie tack or money clip, provided by the Lamplighters, and a boutonniere.

3. Review expenses budgeted in CSC Standing Rules.

III Award Presentations:

A. **Friday Mixer Awards**: Membership, ELAN, the *Golden Lamp*, ESA Foundation, Educationals (including Distinguished Athenian Award), and Disaster Fund.

B. **Saturday Awards Luncheon**: Philanthropic, Easterseals, Hope for Heroes, ESA for St. Jude, Dream Home, Travel Award, Service Pins 15 years and over, 5th Degree Pallas Athene and over, Chapters and Councils 50 years and over.

C. **Saturday Evening Presentations**: Outstanding Pledge, Pioneer Member, Outstanding Chapter, and Outstanding Member of the Year.

IV. Encourage and promote bids for State Convention:

A. Receive Convention bids at the Friday night Mixer. Promote and seek bids during the year.

B. If more than one (1) bid for a designated year, a ballot must be prepared and given to the membership at the First General Assembly Saturday morning for the convention two (2) years away, (Bylaw Article XIV, Section 1.A.). Each member in attendance receives a ballot.

C. Ballots tallied by President’s Teller Committee.

D. Results of vote to be announced at the Second General Assembly.

V. State Reporting:

1. Prepare a written list of all awards presented during the convention to be given to the membership.
2. Send the list to the Communication Coordinator for distribution and the Web Team.
3. Prepare two (2) copies of your report for all State meetings; one (1) copy for the Secretary and one for your files.
4. Prepare articles for the *Golden Lamp* per the schedule, encouraging participation in the awards programs, deadline dates, and the importance of returning all reports on time.
5. Make recommendation to pass on to your successor.
6. Write chapter in-service letters.

V. 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.