

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**PRESIDENT**

As President, you shall:

* Serve as the presiding officer of the Colorado State Council (CSC).
* Serve as ex-officio member of all committees except the Nominating Committee.
* Select the appointed chairmen, standing committees and any other committees deemed necessary.

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

II. Direct all meetings of the CSC.

III. Make committee appointments, with chairman and at least two other members:

A. Nominating Committee (President-Elect/Membership Coordinator is chairman)

B. Bylaw Committee(Parliamentarian is chairman)

C. Convention Tellers (President-Elect/Membership Coordinator is chairman)

D. Others as deemed necessary

IV. Serve on the Minutes Review Committee, providing any corrections to the chairman for consideration.

V. International Council (IC) Representative:

A. Confer with IC Representative, they will attend CSC Convention:

1. Lodging provided by CSC Convention City.

2. Convention registration paid by CSC Treasurer/Disaster Fund Chairman.

3. Provide transportation to and from airport.

4. Plan event for CSC attendees to meet and greet IC Representative. Coordinate event with Convention Chairs.

5. Schedule time during CSC Convention for workshop and other requests.

VI. Monthly Responsibilities:

1. Prepare articles for the IC Newsletter highlighting state activities.
2. Attend Zoom meetings as scheduled by IC President.
3. **May:**
4. Send acceptance speech to the *Golden Lamp* Editor and Web Team.
5. Within a week after convention, email all officers, committee chairs, and Lamplighters an initial list of officers, committees, Chapter In-Service Assignments, Lamplighter Advisors, Officer and In-Service Guidelines, and individual Office Guidelines.
6. Arrange for a planning meeting with CSC board members and the Lamplighters.
7. Secure a place for Fall CSC meeting; if you have the information, present during CSC Convention. Provide information to the Communication Coordinator, *Golden Lamp* Editor, and Web Team.

D. **June:**

1. Contact any chapters and councils that have not provided their Officer Change Form. This is needed for the Yearbook.

2. Provide updates to the Web Team for posting to the CSC website.

3. Begin preparing the Yearbook, refer to the Standing Rules for Yearbook expenses.

4. Contact the Treasurer/Disaster Fund Chairman for the information the bank requires to transfer the signature on the checking account. Prepare the appropriate document. The signatures on the account should also include either the President or President-Elect/Membership Coordinator.

5. Update the HQ website under the Member Center with the new state elected and appointed officers. HQ will send a reminder.

6. Contact IC Convention goers with information regarding Convention.

7. Planning Meeting:

a. Share goals for your year.

b. Confirm officers have exchanged files.

c. Confirm dates of CSC Spring and Fall Board meetings.

E. **July:**

1. Attend IC Convention.

1. Arrange for a state item for the ESAF Fund Fest auction.
2. Attend the State/Regional President’s Credentials meeting. Follow the IC Credential procedures and roll call instructions provided by IC Treasurer/Disaster Fund Chairman.
3. Carry the Colorado state flag during the Opening Ceremony. Information will be provided either during the Leadership meeting or via email.
4. Participate in the St. Jude Challenge. The ESA for St. Jude Coordinator raises funds for your registration.
5. Conduct the State caucus.
6. Select a place for State’s night out dinner.
7. Arrange a time with IC photographer for the State picture at the Saturday night banquet.
8. After IC Convention, send information on awards won by CSC and/or members to the Web Team for the CSC website.
9. Submit receipts for IC Convention expenses to the CSC Treasurer/Disaster Fund Chairman within ten (10) days after IC Convention.

F. **August:**

1. Yearbook:

1. Finalize Yearbook information for the CSC website not later than August 15.
2. Yearbooks are complimentary to the CSC board members and Chapter and Council Presidents in good standing.
3. Contact the Lamplighter Treasurer for the number of yearbooks required by the Lamplighters. They will pay you for the yearbooks and distribute to the Lamplighters.

2. Prepare for Fall Leadership with workshops, etc. Work with the Educational Director for Workshops at CSC meetings.

1. The CSC Leadership and Educational Fund provides funds for speakers during the year. The funds available each year are approximately $300; coordinate with the Fund Trustees.
2. Use email to forward pertinent information regarding the Fall CSC meeting.

 c. Begin preparing the agenda for the CSC Fall meeting.

3. Attend the Rocky Mountain Regional Roundup.

4. Write an article for the *Golden Lamp.*

G. **September:**

1. Print the Yearbook, to include extras.

2. Plan for the Executive/Appointed Officer meeting. Lamplighters are also included.

3. Finalize agenda for Fall CSC meeting.

4. Conduct Executive Board meeting Friday prior to the Fall CSC Leadership.

5. Preside at the General Board meeting, take good notes for business for the Spring CSC meeting.

6. Secure a place for Spring CSC meeting; if you have the information, present during Fall Leadership meeting. Provide information to the Communication Coordinator, *Golden Lamp* Editor, and Web Team.

H. **October-December:**

1. Write article for the *Golden Lamp.*

2. Leadership duties. Attend council and chapter meetings around the state; Christmas activities, fund raisers, etc.

3. Provide CSC Spring meeting information to the Communication Coordinator, *Golden Lamp* Editor, and Web Team.

I. **January-February:**

1. Write article for the *Golden Lamp.*

2. Make plans to visit the convention city site.

a. Make certain the officers that will need to observe the site are invited; set a date convenient for all. Officers may include the President-Elect/Membership Coordinator, Past President/Awards Chairman, Chaplain, Educational Director, and Lamplighter President.

b. Check each room for capacity, audio system, and setting that is needed for each event.

c. Be sure both Convention City host and hotel know everything you and others need for each activity.

3. Your room and the IC Representatives are paid by convention city; however, if the cost is more than the allotted price and you have a roommate, they must pay their share. Often the hotel has a suite that can be shared by you and the IC Representative.

4. Request the Lamplighters conduct the Flag Ceremony at the First General Assembly of the CSC Convention.

5. Plan for CSC Spring meeting.

a. Work with the Educational Director.

b. Plan your Executive Board meeting.

c. Prepare agenda and any other materials for the CSC Spring meeting.

d. Provide information to the Communication Coordinator, the *Golden Lamp* Editor, and Web Team regarding the Spring Board meeting.

J. **March:**

1. Complete plans for the CSC Spring Board meeting.

a. Conduct Executive Board Meeting at CSC Spring Board meeting.

b. Preside at the CSC Spring Board meeting.

c. Remind Chapter and Council Presidents to turn in their Officer Change Form at State Convention.

2. Review draft Convention agenda with Convention City and officers that attended the site visit.

3. Coordinate with Convention City when making plans for the Executive Luncheon at State Convention.

K. **April:**

1. Write article for the *Golden Lamp*.

2. Attend spring meetings around the state, some may be a Founder’s Day Celebration. Prepare a Founder’s Day message as you may be asked to present one.

3. Handle any leadership duties that occur.

4. Begin preparing for the CSC Convention: thank you notes, gifts for officers and any others you may want to remember. Remember the IC Representative.

5. Contact the IC Representative. Advise them regarding room accommodations, transportation arrangements to the meeting (there are always members who can assist), ask if they have any special needs, and anything you wish them to do at convention. Ask them to bring their state flag.

6. Work with Convention City to finalize the convention program for printing.

7. Check with Convention City to make certain all arrangements are in place for each event at the convention.

8. Send invitations to the Executive Luncheon early in April to meet your deadline.

9. Make plans for the Candidates’ Announcement Party following the Awards Luncheon.

10. Prepare the order of business for the General Assembly meetings.

11. Write farewell speech.

L. **May:**

1. Finalize farewell speech.

2. Conduct the CSC Convention, BE PREPARED!!!

a. Prior to Convention, consult with Parliamentarian regarding any clarification on parliamentary procedures.

3. Refer to protocol for seating, introductions, presents, etc.

4. Host Candidates’ Announcement Party.

5. Attend State Convention officer meeting conducted by incoming President.

6. Write article for the *Golden Lamp*.

VII. State Reporting:

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

B. Prepare articles for the *Golden Lamp* per schedule.

C. Make recommendations to pass on to your successor.

D. Pass all files and flash drive (Secretary minutes) to your successor.

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