**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**SCRAPBOOK CHAIRMAN**

The Colorado State Council (CSC) President has selected you as the Scrapbook Chairman because the appreciate your skill to build a visual memory of their year. You shall use information from chapters, councils, and the general board to compile the scrapbook.

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

II. Scrapbook

A. The scrapbook should include but not limited to the following:

1. President’s theme, etc.

2. Officers, Elected and Appointed

3. Committees

4. Lamplighters

5. CSC meetings

6. CSC Convention and Installation

7. Area Councils

8. Rocky Mountain Regional Council (RMRC) Roundup

9. Cards, letters, correspondence (that the President deems worthwhile)

10. Awards (when applicable)

11. International Council Convention

B. Gather material for scrapbook

1. Chapters, councils, others

2. Record CSC meetings with pictures, etc.

III. Reporting

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

B. Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.

C. Prepare articles for the *Golden Lamp,* as needed, per the schedule.

D. Make recommendations to pass on to your successor.

E. Write chapter in-service letters.

IV. Sunday morning Officer’s meeting

A. Attend meeting as called by the newly installed President.

B. Pass all files, stationary, etc., to your successor.