**COLORADO STATE COUNCIL**

**OFFICERS GUIDELINES**

**SENIOR PAST PRESIDENT/AWARDS CHAIRMAN**

The Senior Past President serves in an advisory capacity to the Colorado State Council (CSC), giving them the benefit of their experience and knowledge. Also serves as the Awards Chairman overseeing all awards presented at the State Convention as stated in the CSC Constitution, By-Laws and Standing Rules.

I. Refer to CSC Constitution, 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 award programs.

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 names of other award winners 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.

3. Refer to the CSC Awards State Convention list on the CSC website.

C. Custodian of CSC Award Certificates, a Generic Award Certificate is posted on the CSC website. Download and add appropriate logo, etc. for use for award presentations.

D. Review Outstanding Pledge, Outstanding Woman of the Year, Pioneer Woman, and Outstanding Chapter forms; send corrected forms to the Web Team prior to CSC Fall meeting. Have chapters send four copies of entries

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

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

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

E. Select judges for:

1. Outstanding Woman and Pioneer Woman: Two (2) from outside Colorado and one (1) in the area of the Awards Chairman.

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

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

F. Travel Award:

1. Have entry form available at registration desk requesting chapter name, number of members present and miles one way from charter city.

2. Chapter traveling the most member/miles wins the award.

G. Awards/Memento:

1. Service Awards:

a. Fifth Degree of Pallas Athene will receive recognition from ESA Headquarters.

b. Years of service for 15 years and over.

2. Outstanding Woman tiara and bouquet of flowers will be presented to the FIRST PLACE WINNER; certificates given to the first, second and third place winners. A memento can be given to each nominee; a single flower may be appropriate (Tiara to be purchased by Lamplighters).

3. Review expenses budgeted in CSC Standing Rules.

III Award Presentations:

A. **Friday Mixer Awards**: Easterseals, Membership, the *Golden Lamp*, ESA Foundation and Educational (excluding Distinguished Athenian Award).

B. **Saturday Awards Luncheon**: Philanthropic, Hope for Heroes, ESA for St. Jude, Dream Homes, Disaster Fund, and ELAN.

C. **Saturday Evening Presentations**: Service Pins 15 years and over, 5th Degree Pallas Athene and over, Chapters and Councils 50 years and over, Outstanding Pledge, Pioneer Woman, Distinguished Athenian Award, Outstanding Chapter, and Outstanding Woman of the Year.

D. **Sunday Morning presentation**: Travel Award.

IV. Reporting:

A. Prepare a written list of all awards presented during the convention to be given to the membership on Sunday. This should be simple and at a nominal cost.

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

C. Prepare articles for the *Golden Lamp,* as needed, per the schedule, encouraging participation in the awards programs, deadline dates and importance of returning all reports on time.

D. Make recommendation to pass on to your successor.

E. Write chapter in-service letters.

V. Sunday morning Officer’s meeting:

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

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