**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**VICE-PRESIDENT/MEMBERSHIP COORDINATOR**

As Vice President/Membership Coordinator, you shall plan and implement the membership program of Colorado State Council (CSC) and Chair the Membership Team. The Membership Team includes: Vice President and President-Elect. You will also serve as a member of the Guideline Committee.

Upon your election you will receive membership material from the immediate Past Vice President.

Solicit sites for the annual CSC Conventions.

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

II. Membership Chairman shall promote and encourage membership growth, including pledges, Member’s at Large (MAL’s), and inactive members.

A. Confer with Membership Team and develop a membership building program and distribute membership information.

B. Contact Chapter and Council Membership chairman to inform them of programs and encourage growth.

III. CSC Convention Awards:

A. Send award winners to Awards Chairman by May 1 for:

1. Chapters with growth: 1st, 2nd, and 3rd place

2. Individuals sponsoring new members: 1st, 2nd, and 3rd place

3. New members and ELAN members

4. Sponsors of new chapters

B. Present awards at the Friday night Mixer.

IV. Attend the National Leadership Conference sponsored by ESA Headquarters held in February, *if funds are available*.

A. Share material with Membership Team.

B. Following election at CSC Convention meet with the elected Vice President/Membership Coordinator to share information from Leadership/Membership Conference.

V. Encourage and promote bids for State Convention:

A. Convention bids received at the Friday night Mixer, promote and seek bids during the year.

B. If more than one 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 years away, (Bylaw Article XI, Section 3). Each member present receives a ballot.

C. Ballots tallied by President’s Teller Committee.

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

VI Reporting:

A. **Contact 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. Coordinate membership report with Membership Team, place in file for new Membership Team.

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

E. Make recommendations to pass on to your successor.

F. Write chapter in-service letters.

VII Sunday morning Officer’s meeting:

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

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