**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**CORRESPONDING SECRETARY**

You have been selected as Corresponding Secretary by the President of Colorado State Council (CSC); confidence has been placed in you to help the President and the CSC succeed. You will be the closest confident/officer/friend during this year. You will assist in all areas in preparing for and during the President’s year. You will also fulfill all duties on both the Executive and General Boards.

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

II. Corresponding Secretary

A. Assist the President:

1. Communicate with membership via electronic or written correspondence.

2. Planning and setting up meetings:

a. Fall and Spring CSC meetings

b. CSC Convention

3. Compile Yearbook with information determined by the President as the information is available on the CSC Website:

1. Cover – President’s logo and theme
2. Table of Contents
3. CSC Website link
4. Yearbook Change Form
5. President’s Welcome or Acceptance Speech
6. Future Convention sites (State and International Council)
7. General Information (a summary of who to send what to and when)
8. CSC dues form
9. CSC Officers and Advisors (Prepared by the Lamplighter President prior to State Convention)
10. President appointed Committees
11. Officer’s chapter in-service assignment
12. CSC Chapter and Council Presidents (information from Officer Change Form collected at State Convention.)
13. Lamplighter and Officers (Active list of Past Presidents, check with Lamplighter President or Treasurer for an updated list)
14. Past State Presidents (Listed by year of service, theme, convention city and theme)
15. Outstanding Woman of the Year
16. Outstanding Chapter of the Year
17. Pioneer Woman of the Year
18. Pledge of the Year
19. CSC By-Laws and Standing Rules (Provided by Parliamentarian by June 15 or thirty (30) days after the close of the CSC convention)
20. IC Dues form
21. IC Officers and Committees (President receives info at IC convention)
22. Headquarters Information
23. ESA Foundation Directors and information about programs
24. Forms are posted on the CSC Website and not included in the Yearbook.

4. Distribute Yearbooks at the Fall Board meeting as follows:

1. Complimentary copies distributed to all elected and appointed officers, Council and Chapter Presidents “in good standing”.
2. Current active Lamplighters receive a copy paid for by the Lamplighter Treasurer.
3. Individual members may purchase a copy at a price set by the current State President.

III. Fall CSC Meeting:

A. Assist the President with arrangements.

B Distribute information at State Convention; also, publish in the *Golden* Lamp and provide to the CSC Web Team.

C. Receive registrations and monies; prepare a list by chapter to be used at registration.

D. Remind members to wear their chapter name tags.

E. Make place cards for seating of officers and any guests the President deems necessary.

F. Register attendees, have Recording Secretary assist as this information is needed for roll call, collect fees if necessary, read correspondence at the meeting and assist President as needed.

G. Be prepared to give an officer report, include any correction or additions for the Yearbook.

H. Provide payment to the hotel for meals, etc.

I. Be prepared. You may want to have an “office in a box” with supplies.

IV. Spring CSC Meeting:

A. Responsibilities are the same as for the Fall CSC meeting.

B. Publish registration forms in the *Golden Lamp* and provide to the CSC Web Team.

C. You may be consulted by the President-Elect about a gift for the President, presented at Convention.

V. CSC Convention:

A. Before the Convention:

1. Visit the Convention site with the President.

2. Assist with arrangements and invitation for the Executive Lunch.

3. Work with the President, Convention City, President-Elect, and Awards Chairman to prepare agenda for convention book.

4. Assist with arrangements for the announcement party for the results of the election.

B. At Convention:

1. Assist President and IC Representative.

2. Collect CSC Officer reports for Recording Secretary.

3. Collect and read correspondence.

4 Check on arrangements of meeting with Convention City.

VI. Reporting:

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

B. Provide a flash drive with all Yearbook files and other files prepared for the year to give your successor at the Spring CSC Meeting.

C. Provide Yearbook information to CSC Web Team after State Convention, but not later than August 1.

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

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

F. Make recommendations to pass on to your successor.

G. Write chapter in-service letters.

VII. Sunday morning Officer’s meeting:

A. Attend meeting called by the newly installed President.

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