**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**EDUCATIONAL/WORKSHOP DIRECTOR**

As Educational/Workshop Director, you will receive the educational reports from the Colorado State Council (CSC) chapters. The top chapter’s educational reports will be forwarded to the International Council (IC) Educational Director for competition at the IC Convention. You will work with the President in planning workshops at both the Fall and Spring Board meetings.

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

II. Educational Director:

A. Prepare Educational Report Form using IC form and guidelines:

1. Have Educational Form available at Fall Board meeting.

2. Reports due April 1, to be eligible for judging in current year.

 B. CSC Convention Awards; must be received by April 1:

1. Chapter Awards:

a. Secure three (3) judges outside ESA, to select top three (3) chapter educational programs.

b. Present awards at Friday Mixer.

2. Golden Link Award:

a. Requires six (6) reports

b. Present awards at Friday Mixer.

3. Send award winners to Awards Chairman by May 1.

4. Record chapter name and number for all reports received and file in your notebook for your successor. Also send a copy to the Awards Chairman.

C. IC Awards must be submitted to IC Educational Director by June 1:

1. Chapter: Submit top three (3) educationals for competition at International Convention.

2. State Educational Chair: To be eligible for the Maie L. Wells Award, submit a notebook detailing what you have done during your year to promote, challenge and direct the State's Educational program.

III. Workshops:

 A. Consult with President to plan workshops and seminars at Fall Leadership and Spring Board.

B. Funds are available for speakers at workshops, etc. from Education Fund (about

$300).

IV. 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. Workshop report required at First General Assembly of State Convention to include number attending, topics, etc.

D. Report to the *Golden Lamp,* as needed, per schedule.

E. Provide information to Web Team for posting to CSC Website.

F. Make recommendations to pass on to your successor and President-Elect.

G. 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.