**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**PRESIDENT**

You are the executive officer.

I. Refer to Colorado State Council (CSC) Constitution, By-Laws, and Standing Rules for all duties.

II Direct all meetings of the CSC.

III. Make committee appointments, with chairman and at least two other members:

A. Nominating Committee (President-Elect is chairman)

B. By-Law Committee(Parliamentarian is chairman)

C. Convention Tellers (President-Elect is chairman)

D. Others as deemed necessary

IV. Serve on the Minutes Review Committee, providing any corrections to the chairman for consideration.

V. International Council (IC):

A. Confer with IC Representative, they will attend CSC Convention:

1. Lodging provided by CSC Convention City.

2. Convention registration paid by CSC.

3. Provide transportation to and from airport.

4. Plan event for CSC attendees to meet and greet IC Representative. Coordinate event with Convention Chairs.

5. Schedule time during CSC Convention for workshop and other requests.

VI. Monthly Guide of Responsibilities:

A. **June:**

1. Send acceptance speech to the *Golden Lamp* Editor and Web Team.

2. Contact any chapters and councils that have not provided their Officer Change Form. This is needed for the Yearbook.

3 Provide updates to the Web Team for posting to the CSC website.

4. Begin preparing the Yearbook, $350 is in the Standing Rules to cover the printing cost.

5. Remind the Membership and Philanthropic Teams to meet, plan goals and programs to be presented at the Fall CSC meeting.

6. Contact the Treasurer for the information the bank requires to transfer the signature on the checking account. Prepare the appropriate document. The signatures on the account should also include either the President or President-Elect.

7. Update the HQ website under the Member Center with the new state elected and appointed officers.

B. **July:**

1. Attend IC Convention. Responsibilities include:

1. Attend the State/Regional President’s Credentials meeting. Follow the IC Credential procedures and roll call instructions provided by IC Treasurer.
2. Carry the Colorado state flag during the Opening Ceremony.
3. Participate in the St. Jude Challenge.
4. Conduct the State caucus.
5. Select a place for State’s night out dinner.
6. Arrange a time with IC photographer for the State picture at the Saturday night banquet.
7. After IC Convention, send information on awards won by CSC and/or members to the Web Team for the CSC website.

C. **August:**

1. Yearbook:

1. Finalize Yearbook information for the CSC website not later than August 1.
2. Continue to work on the Yearbook. Yearbooks are complimentary to the Presidents of Chapters and Councils in good standing.
3. Contact the Lamplighter Treasurer for the number of yearbooks required.

2. Prepare for Fall Leadership with workshops, etc. Work with the Educational/Workshop Director for Leadership and Convention Workshops.

1. The CSC Educational Fund provides funds for speakers during the year. The funds available each year are approximately $300; coordinate with the Fund Trustees.
2. Use email to forward pertinent information regarding the Fall CSC meeting.

 c. Begin preparing the agenda for the CSC Fall meeting.

3. Attend the Rocky Mountain Regional Roundup.

4. Write an article and send to the *Golden Lamp* Editor*.*

D. **September:**

1. Complete Yearbook; plan to print extras to sell. The funds go towards the cost of the Yearbook.

2. Plan for the Executive/Appointed Officer meeting. Lamplighters are also included.

3. Finalize agenda for Fall CSC meeting.

4. Conduct Executive Board meeting Friday prior to the Fall CSC Leadership.

5. Preside at the General Board meeting, take good notes for business for the Spring CSC meeting.

6. Collect Fall Board handouts and provide to the Web Team for posting.

7. Sell charms.

8. Secure a place for Spring CSC meeting; if you have the information, present during Fall Leadership meeting. Provide information to the *Golden Lamp* Editor and Web Team.

E. **October-December:**

1. Write article for the *Golden Lamp.*

2. Leadership duties. Attend council and chapter meetings around the state; Christmas activities, fund raisers, etc.

3. Provide CSC Spring meeting information to the Web Team and the *Golden Lamp*.

F. **January-February:**

1. Make plans to visit the convention city site.

a. Make certain the officers that will need to observe the site are invited; set a date convenient for all. Officers may include the President-Elect, Corresponding Secretary, Awards Chairman, Chaplain, and Educational/Workshop Director.

b. Thoroughly check each room for capacity, audio system, and setting that is needed for each event.

c. Be sure both Convention City host and hotel know everything you and others need for each activity.

2. Your room and the IC Representatives are paid; however, if the cost is more than the allotted price and you have a roommate, they must pay their share. Often the hotel has a suite that can be shared by you and the IC Representative.

3. Request the Lamplighters conduct the Flag Ceremony at the First General Assembly of the CSC Convention.

4. Plan for CSC Spring meeting.

a. Work with the Educational/Workshop Director.

b. Plan your Executive Board meeting.

 c. Prepare agenda and any other materials for the CSC Spring meeting.

d. Send reminders via email, to the Web Team, and the *Golden Lamp* Editor regarding the Spring Board meeting.

G. **March:**

1. Complete plans for the CSC Spring Board meeting.

a. Collect Spring Board handouts and provide to the Web Team for posting.

b. Conduct Executive Board Meeting at CSC Spring Board meeting.

c. Preside at the CSC Spring Board meeting.

2. Sell charms.

3. Review draft Convention agenda with Convention City and officers that attended the site visit.

4. Coordinate with Convention City when making plans for the Executive Luncheon at State Convention.

H. **April:**

1. Write article and send to the *Golden Lamp* Editor.

2. Attend spring meetings around the state, some may be a Founder’s Day Celebration. Prepare a Founder’s Day message as you may be asked to present one.

3. Handle any leadership duties that occur.

4. Begin making preparations for the CSC Convention: thank you notes, gifts for officers and any others you may want to remember. Remember the IC Representative.

5. Contact the IC Representative. Advise them regarding room accommodations transportation arrangements to the meeting (there are always members who can help out), any ask if they have any special needs, and anything you wish them to do at convention.

6. Work with Convention City to finalize the convention program for printing.

7. Check with Convention City to make certain all arrangements are in place for each event at the convention.

8. Send invitations to the Executive Luncheon early in April to meet your deadline.

9. Make plans for the Candidates’ Announcement Party following the Awards Luncheon.

10. Prepare the order of business for the General Assembly meetings.

11. Write farewell speech.

I. **May:**

1. Finalize order of business for the General Assemblies.

2. Finalize farewell speech.

3. Conduct the CSC Convention, BE PREPARED!!!

 a. Prior to Convention, consult with Parliamentarian regarding any clarification on parliamentary procedures.

4. Refer to protocol for seating, introductions, presents, etc.

5. Host Candidates’ Announcement Party.

6 Attend Sunday morning officer meeting conducted by incoming President.

7. Write and send article to the *Golden Lamp* Editor for the next issue.

V. Reporting:

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

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

C. Make recommendations to pass on to your successor.