
California State Council Officer and Chairman Procedures

INTRODUCTION

This Procedure Manual has been prepared for the Elected and Appointed Officers of the California State Council (CSC) of Epsilon Sigma Alpha International. It states the duties and responsibilities of each respective office and supplements the individual *Procedure Manuals* created for each position. This manual consists of three sections:

Section A.....	General Procedures
Section B.....	Executive Board Duties and Responsibilities
Section C.....	General Board

All CSC forms are available on the CSC website at <http://cacouncilesa.org>. ESA forms are available at www.epsilonsigmaalpha.org and the IC forms are available in the Member Center of the ESA website. The manual will be updated as the policies and procedures of the organization change. All CSC members may forward suggestions to the CSC President for review and consideration by the Executive Board.

Section A

GENERAL PROCEDURES

All Executive Board members and Chairmen are to read the General Procedures Section. It contains information pertaining to their positions or office; i.e., budget amounts, vouchers, correspondence, convention registration, files, etc.

ATTENDANCE

- Board Meetings – all members of the Executive and General Boards are to attend all meetings of this organization. If unable to attend, contact the CSC President concerning the absence and coordinate coverage for any presentations or activities associated with your position.
- CSC Convention – all members of the Executive and General Board are to attend the CSC Convention. If you are unable to attend, contact the CSC President and your Counterpart.

BUDGET

- After the budget is approved, the Treasurer will notify all officers and chairmen of the amount budgeted for their particular position. The Treasurer will send vouchers to the officers and chairmen with instructions for their use. Receipts for postage, supplies, copying, phone calls, etc., must be attached to the vouchers when submitted to the Treasurer for payment.
- All members of the Executive Board and General Board are to retain records on all items furnished in the performance of their duties at no charge. The value of these “free” items is of assistance in preparing future budgets.
- For more information on reimbursable expenses, see *CSC Standing Rules*.

CORRESPONDENCE - All correspondence should be responded to within 10 days or more promptly when feasible. If the subject relates to Convention, copies shall be provided to the following CSC Officers: President, Vice President, and Treasurer. Postage is from the budgeted amount allotted to each officer and chair.

CONVENTION - CSC President is responsible for the CSC Convention agenda and order of business. All plans, speakers, covers for brochures and agendas should be approved by the CSC President. The following items are to be included in the CSC Convention Budget from the host council: printed agenda, programs for various functions, decorations, special workshop requirements, Celebration of Life, Installation and any other items specifically approved by the Executive Board when the convention budget was approved. Additional information is found in the *California Way*, the CSC Guide to hosting the CSC Convention.

RECORDS / FILES

- Officers and most Chairmen have a Procedure Book. Start a new binder that contains information for your year; do not add anything to the Procedure Book. Your binder and the Procedure Book is provided to the successor at CSC Convention. At the end of the year, make suggestions for improvements to better serve the membership, and for making your particular office easier to

administer while still performing the required duties. All permanent records are returned at the CSC Convention at a time and place designated by the President.

- Retention of the financial records for CSC is established by the IRS. Retention of Officer and Chairmen files are set forth in their Procedure book.

REGIONAL COUNCIL REPRESENTATIVES

- The assignments are established by the CSC President. When visiting another Regional Council as CSC Representative, contact the President of that Council; verify council meeting dates and relay plans for official visit. Your purpose in being there is to represent the CSC Executive Board and CSC.
- Always be tolerant, sincere and understanding. Support the policies of the Council, State Council, International Council and Headquarters. Never criticize the Council you are visiting, but offer only constructive criticism, and offer suggestions for change. Be receptive to ideas, questions, and suggestions of members. If you promise to look into a matter, follow it up and inform the member.
- Always be friendly and cordial. Be prepared for whatever may be requested.
- When you travel, ensure you have CSC Bylaws, Standing Rules, roster, latest *Blue 'N Gold*, workshop materials, ceremonies for anything you can think of whether you have been asked or not, any information about the council you are visiting that you can get. If distributing copies, bring enough for all in attendance. Be on time at all events.

REPORTS

- Executive Board members provide written reports on all activities associated with their position and their Counterpart activities at each Executive Board meeting. At years end, a report of all activities is presented. Copies are provided to all Board members.
- General Board members provide written quarterly reports on all activities associated with their position. At years end, a report of all activities is presented. These reports are sent to their Counterpart by the date established and are in the format set forth in the Procedure book.
- If a report is presented at CSC Leadership or CSC Convention, a copy shall be provided to the Recording Secretary.

Section B

EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES

PRESIDENT

During the next year, you will be planning, organizing, and carrying out responsibilities associated with your role as CSC President. Many of these leadership responsibilities are listed below. Remember planning and preparation are essential and enthusiasm is contagious.

APPOINTMENTS - In addition to General Board appointments set out in the *Bylaws*, the President is responsible for appointing the following individuals: Corresponding Secretary [if appointed], Mistress of Ceremonies, Website Coordinator, Presenter of the Flag Ceremony, and Election Tellers. The following appointments are a two year commitment: *Blue 'N Gold* and ESA for St. Jude.

GENERAL DUTIES

- Keep the Board informed about everything concerning ESA Headquarters information, International Council, St. Jude, Easter Seals, ESA Foundation, etc. Informs all officers and chairs of what is expected of them in their particular office, sharing goals and wishes, encouraging ideas and suggestions.
- Sets the time and location for all Executive and General Board meetings, and establishes the agenda for the meetings.
- Assigns Regional Council Representatives and Counterparts.
- Keep in close contact with the Executive Board concerning all CSC business, including but not limited to, travel associated with CSC. Currently, a majority of the communication is done via email.
- Ensure all officers and appointees are aware of their duties and what is expected of them by sending letters of instruction.
- Serves as a member of the Budget Committee assisting the Treasurer in the preparation of a budget for the current year.
- Receives the sealed election results from the Jr. Past President/Parliamentarian and announce the results to the candidates. Responsible for the destruction of the ballots.
- Forward to Executive Board members a draft meeting agenda at least two weeks prior to any Board meeting.
- May request Executive Board members send copies of their correspondence with their Counterparts and assigned Councils.
- At July IC Convention, attend all meetings and participate in the IC Flag Ceremony carrying the California Flag.
- Coordinate postings on behalf of the Executive Board to the CSC Website and CSC Facebook page.

CONVENTION

- Liaison between the CSC Board and the Convention Host Council, coordinating the wishes of both groups to the best of her ability. Keep the Board advised of all Convention plans. Plans and directs the Leadership Conference and Workshops.
- Responsibility is to promote the CSC Convention to the membership. Program and campaign to follow the Convention theme and method of presentation is at discretion of the President.
- A complete file of convention activities through the year should be maintained and provided to the incoming officer. The *California Way* (located on the CSC website at www.cacouncilesa.org) is provided to your successor, along with copies of any form letters, written minutes, and correspondence pertaining to future convention plans.
- Update the CSC Convention historical records before providing the material to the incoming officer.
- Meet with CSC Convention Hosts at least one time during the year to see the hotel facilities and make plans.
- Work with the Recording Secretary in planning the workshops at CSC Convention.

- If the Board travels, present your campaign at that time, coordinate presentation with Regional Council President. Keep in contact with membership utilizing all forms of communication.
- Secure bids for future CSC Conventions and present report regarding future sites to the membership at CSC Convention. Firm Convention bids shall be made three years in advance. Courtesy bids may be received for future conventions. Follow through on courtesy bids and request that they be made official. Send letter to the next Regional Council qualified to bid on a Convention. Bidding councils should use the courtesy bid form or the firm bid form.
- Allow time during Convention, to introduce Councils having firm bids and courtesy bids. The convention bid information must be given prior to ballot selection of convention site, if voting is held.
- Coordinate the encouragement for members to be seated and for calling each assembly to order. Also "welcomes" and for "responses" and for possible introduction of CSC President at the First General Assembly, depending upon the agenda.
- Confirm that all areas are checked by the Local Convention Chair (or designated person). All meeting rooms should be checked to be sure that everything is in order before the function.
- Make arrangements with the Local Convention Chair for pages to be available to run errands for the executive board members during convention assemblies.
- Establishes the agenda for all activities and meetings and work with the Convention Chairman on the Agenda booklet.
- Set the seating arrangements for all head tables. Assign areas for seating guests, Regional Council Presidents, KEYS, and others to receive special recognition.
- Invite the IC Representative to CSC Convention and coordinate the visit.
- Work with the Recording Secretary on Workshops and Key Note Speaker.
- Advise all Executive and General Board members of their role with reference to CSC Convention agenda.
- Following CSC Convention, responsible to follow through on any business arising out of the meetings. Work with incoming CSC President on any pending issues for the coming year.
- If a reception is to be held, coordinate with CSC Convention Chairman.
- Confirm time and method for door prizes, if any, with CSC Convention Chairman.
- Participate in the Flag Ceremony, carrying the U.S. flag.
- Appoint Tellers, as needed, for election, CSC Convention site bid selection and State Project selection.

MINUTES

- The Recording Secretary will forward within four weeks, a copy of all Executive, General Board meeting minutes and CSC Convention meeting minutes to the CSC President and Vice President for approval. Review the minutes for accuracy and promptly notify the Vice President / President Elect and the Recording Secretary of your proposed language changes.
- Sign minutes of the Executive Board meetings along with Recording Secretary and Vice President / President Elect at the next Executive Board meeting after the minutes are ratified by the Executive Board. Sign the minutes of the CSC Convention meetings.

VICE PRESIDENT / PRESIDENT ELECT

Vice President/President Elect serves as Membership Chair whose main responsibility is membership growth. A membership growth campaign should be devised to present no later than CSC Leadership, preferably Sunday morning at CSC Convention. Other responsibilities relate to preparation of upcoming year.

FINANCES

- With the approval of the Board, request deposits for arranging and/or planning events for the upcoming year, including CSC Leadership.
- Allowed an advance for reservations in connection with the IC Leadership Conference. This event is normally held in Denver, Colorado during the month of February. Information about the event is given to the CSC President at IC Convention the July prior.

GENERAL DUTIES

- Serves as a member of the Budget Committee, along with the CSC President, and the outgoing and incoming CSC Treasurers.
- Responsible for coordinating the activities of the Nominating Committee.
- Oversees the activities of the Chairman. Collects the *Procedure Books* at CSC Convention and ensures completeness prior to distribution to the Incoming Board.
- Maintain the Chairman Procedures and CSC reporting forms, updating as necessary and communicating the updates through the *Blue 'N Gold*.
- Preside in the absence of CSC President.

MINUTES

- The Recording Secretary will forward within four weeks, a copy of all Executive and General Board meeting minutes to the CSC President and Vice President for approval. Review the minutes for accuracy and promptly notify the President and the Recording Secretary of your proposed language change.
- Sign minutes of the Executive Board meetings along with Recording Secretary and CSC President at the next Executive Board meeting after the minutes are ratified by the Executive Board. Sign the minutes of the CSC Convention meetings.

MEMBERSHIP

- At IC Convention attend the Membership Workshop. Pertinent information on the Membership campaign for the current year is disbursed by ESA and IC. If unable to attend, ask someone on the Executive Board or other CSC member to attend and to bring back all materials.
- Typically there is a line item in the CSC budget to offset a portion of the costs associated with the membership campaign.
- Responsibility is to promote the growth of membership in CSC. Program and campaign to follow CSC theme, IC theme and at discretion of Vice President.
- If the Board travels, present your campaign at that time, coordinate presentation with Regional Council President. Keep in contact with membership utilizing the all forms of communication.
- When visiting a Regional Council, request time on the agenda.

- The CSC membership reports from Headquarters are available on the ESA website under the Member Center. You must log in to view the report. (<http://www.epsilonsigmaalpha.org>)

PRESIDENT ELECT RESPONSIBILITIES

- May appoint a Corresponding Secretary, and choose theme, colors and symbol (logo), Installation Officer and decide upon installation attire. This information is shared with the candidates no later than March 1st.
- Request funds for installation from CSC Convention Committee, typically a nominal amount.
- Appoint chairman; confirm appointment via letter; invite them to attend the incoming general board meeting at CSC Convention.
- Invite Regional Council and Chapter Presidents to attend the Incoming General Board meeting.
- Provide all General Board members a bio of their counterpart/representative.
- Provide all Executive Board with a bio of their Secret Sister, and arrange for drawing of names at first Executive Board meeting in May.
- Attend the IC Leadership Conference in February, and also IC Convention.

YEARBOOK - There is no set rule as to what the cover must look like. Coordinate with Corresponding Secretary, if one is appointed. The Yearbook must contain the names and addresses of all CSC Officers, Chairmen, Regional Council Presidents and Chapter Presidents, a list of member Chapters of each Regional Council, the CSC Bylaws and Standing Rules. Those not receiving a free copy pay a fee for the Yearbook. The Yearbook is to be distributed in May at CSC Convention with updates distributed at Leadership and throughout the year.

PROPERTY - The Vice President is the custodian of the State Council Banner, State Council flag, Inter-faith flag, California Bear flag, Western States Council flag, American flag and the ESA Foundation flag along with their carrying cases and poles. Responsible for having the flags at CSC Convention, ironed and on flag poles. Coordinate with the CSC President if the flags or banners are needed at the Leadership Conference, if one is held.

LEADERSHIP - Coordinate and monitor Leadership Conference with CSC President. Secure workshop presenters. First mention of Leadership shall appear in the April issue of the Blue 'n Gold, and shall consist of the **date, location and theme**. Provide Registration Forms for the Leadership Conference at the Third General Assembly at CSC Convention. Include information on theme for the Leadership and activities during the Leadership. Work with the CSC President and Hotel Events Director on menus and room setup, etc.

NOMINATING PROCEDURES

- Prepare a slate of Officer's. Send letters to Chapters requesting nominees and their qualifications prior to the February 15th deadline.
- Verify qualifications of all candidates and publish the sample ballot in the *Blue 'N Gold*. Forward a sample ballot to all Chapters via US mail by April 1st.
- Provide the CSC President and the 1st Vice President/President Elect the names of the candidates. It is the CSC President's discretion whether to have a short presentation from the candidates at the CSC Convention.

RECORDING SECRETARY

The Recording Secretary shall keep a permanent and accurate record of all meetings of the Executive Board, General Board and Convention meetings.

GENERAL DUTIES - Review procedure book. Retain and update history [past minutes] from the previous officer and prior years. File minutes and maintain the minute books.

MINUTE RESPONSIBILITIES

- Keep a permanent and accurate record of all meetings, including attendance. Minutes are brief but accurate. Accurate minutes are used to settle a controversy long after a meeting; the CSC President needs them in planning her next agenda.
- Submit a copy of Executive Board minutes for approval to CSC President and Vice President. They shall read, approve or correct and return comments within one week of receipt. Distribute minutes to each Executive Board member. Distribution of minutes shall be completed within a four week period.
- Submit a copy of the Annual State Convention minutes for approval to the President and Vice President. They shall read, approve or correct and return comments to within one week of receipt. Forward copies of approved minutes to the Board and others as stated in the Bylaws, no later than four weeks following the convention.

WORKSHOPS / SPEAKERS

- CSC Convention - Plan and direct CSC Convention workshops along with CSC President.
- Speaker – plan Keynote Speaker along with CSC President.

CORRESPONDING SECRETARY

Appointed by the Incoming CSC President and assists when needed and becomes CSC President's right hand.

GENERAL DUTIES

- The Corresponding Secretary notifies members of meetings and important information and special announcements between meeting dates when the President so designates.
- Assists the CSC President with all correspondence, reading all communications as the CSC President directs.
- Sends invitations to the President's Tea or reception, as determined by the Regional Council and CSC President.
- Requests funds from the CSC budget for the CSC President's gift presented at CSC Convention. Coordinates gift giving with the Chairmen and collects appropriate funds. Collects funds from the Executive Board to purchase the CSC President's gift at the end of the year.
- Provides snacks at the Executive Board meetings, if Board requests, collecting a nominal fee from those in attendance.

YEARBOOK

- Prepares the CSC Yearbook prior to CSC Convention under the guidance of the Incoming President. The Yearbook is to be distributed in May at CSC Convention with updates distributed at Leadership and throughout the year.
- There are no set rules as to what the cover must look like; that is up to the CSC President's discretion.
- The Yearbook must contain the names, addresses, phone numbers and email addresses of all the new State Officers, Chairmen, Regional Council and Chapter presidents, a list of member Chapters of each Regional Council, the State Bylaws and Standing Rules. Miscellaneous information to be included in the Yearbook may include: IC Officers, Blue 'N Gold deadlines, dates of future meetings, and other information as designated by the incoming CSC President.

TREASURER

Responsible for the collection and receipt of dues from chapters and members, disburse funds in accordance with approved budget, and is in general charge of all funds of the California State Council.

BUDGET – FINANCE

- Chair of the Budget Committee. Members of the Committee are: the CSC President and Vice President and the outgoing Treasurer.
- The proposed budget shall be presented at the Annual State Leadership meeting, time and place to be established by the CSC President.
- Provide detailed financial reports to CSC Executive Board at CSC Leadership Board Meetings, Mid-Year Board Meetings and Board Meetings conducted at CSC Convention.

GENERAL DUTIES

- Records are kept for seven years. Keep them separate from current procedure book. Create a book for your year, and provide along with historical records to the incoming officer. Records older than seven years are shredded.
- If at any time you receive a notice from the IRS, immediately forward the material to ESA Headquarters, they will handle the inquiry. Notify the CSC Executive Board and report any subsequent action taken.
- Review procedure book and historical records from the previous officer. File prior year information in the appropriate binders and update historical records as needed.
- Collect dues and remind Chapters of any delinquencies.
- Collect funds from the Blue 'n Gold and State Project activities. Said funds are held in a savings account.
- Bring the checkbook to all meetings and reimburse Executive Board members expenses as approved.
- Report to the Executive Board which Chapters have paid CSC dues. Provide a gentle reminder to unpaid chapters.
- Obtain pertinent forms from the bank to change signature cards for new officers, and bring to the May incoming Board meeting. Give these to the new Treasurer and advise the forms require a copy of the minutes stating the new CSC Executive Board.

- The audit information, and financial reports from CSC Convention, etc. are filed in the historical records.
- Serve as the main signer on accounts. The CSC President and Vice President/President Elect shall also be signers on all CSC bank accounts and Certificate of Deposit.
- The Treasurer's book shall be closed at the end of the fiscal year, **June 30th** with a Financial Exam conducted by July 1st. The Financial Exam is conducted by a **non** ESA member. All records, including historical, are provided to the incoming Treasurer.
- Tax Facts are to be completed after the Financial Exam has been conducted and prior to September 15th. Maintain copies of submitted Tax Facts and supply to newly installed Treasurer and CSC President. Tax Facts should include financial information from Blue 'N Gold finances and other state funds. (CSC Convention monies are to be reported with the hosting council's Tax Facts)

PAYING OUT FUNDS

- The Treasurer shall collect all CSC funds and disburse in accordance with the approved budget and direction of the CSC President and the Executive Board.
- Pay CSC dues to International Council, Western States Regional Council and ESA Foundation.
- When an officer or chairman presents a bill, write a check not to exceed the budgeted amount. If their bill exceeds the budgeted amount, get guidance from the CSC President.
- You may pay bills without receipts if the Board has approved the bills. If in doubt, consult with the CSC President.

JR. PAST PRESIDENT / PARLIAMENTARIAN

The Jr. Past President/Parliamentarian shall act as an advisor to the CSC Executive Board and encourage the membership to donate to the Disaster Fund, and shall be known as the State Disaster Fund Chairman

GENERAL DUTIES

- Responsible for the Executive Board Procedures, Bylaws and Standing Rules; ensuring that they are up to date. Provide an updated copy to the Vice President for use during term and in her Yearbook.
- Responsible for keeping the CSC Bylaws, Standing Rules, and CSC Convention Rules current. Along with the Executive Board work together to keep them current and present any changes to the CSC membership.
- Escort Convention Tellers to the room designated for their use. Receive the sealed envelope containing the election report and tallied ballots and provide the sealed envelope to the CSC President. Arrange to have the election results posted immediately after they have been announced to the candidates.
- Provide her successor with all files and records.

IC DISASTER FUND ACTIVITIES - Receive monies on behalf of CSC. These funds shall be transferred to the IC Jr. Past President/Disaster Fund according to procedures set by the IC Executive Board, and reporting to the CSC President as to funds received. A copy of year-end report is sent to CSC Philanthropic Chairman by the deadline date specified. At the CSC Leadership she shall present the Disaster Fund campaign. At the CSC Convention, render a written financial report of all receipts.

Section C

GENERAL BOARD DUTIES AND RESPONSIBILITIES

Specific duties for all General Board positions are listed in the individual *Procedure Book*. All Chairmen submit reports to their Counterparts and articles to the *Blue 'n Gold*. Below is a brief description of activity for the General Board positions, see the *Procedure Book* for more detailed description of responsibilities.

The role of a Counterpart is defined as: *Your Counterpart is seen as a mirror image of you to guide you and help you throughout your task*".

ASSOCIATION OF THE ARTS

The two page Rules/Entry Form is distributed to Chapter Presidents, or their representative, as designated by the CSC President.

Contact the Regional Council representative for the Association of the Arts, and if one is not assigned, the Regional Council President. Request at least two names from each Council who plan to attend Convention and are willing to assist as room attendants. Establish a schedule for the room attendants.

Coordinate a room to display the Association of the Arts entries at CSC Convention with the Convention Chairman.

Keep track of entries as they are received. If the budget permits, a post card or note to each entrant showing receipt of her entry form is a welcomed courtesy. Prepare a certificate for each participant. Prepare award certificates (1st, 2nd and 3rd place) for each Division and class.

A "Best of Show" trophy or some kind of gift should be purchased and awarded to the entry chosen by the judges. To encourage participation you may wish to consider a "Sister's Choice" award to be determined from Sister's Choice votes received at convention.

AWARDS

Communicate with the Awards Committee members—refer to the CSC Yearbook for Philanthropic Chairs from Regional Councils—and request that they assist in encouraging the Chapters within their Councils to report their service hours/money and participate in the Recognition Program.

Coordinate with the CSC President the method for distribution of the Awards form packet for each Chapter/Council President. The 1st Vice President will assist with updating the forms for distribution.

Prepare and present the Recognition Program at the Annual State Convention. Responsible for preparation of all award certificates for the top honor of 1st, 2nd, and 3rd places, all honorees are confidential until announced.

Keys President performs the Outstanding First Year Member and Outstanding Member presentations and will coordinate, if necessary, with the CSC President, Local Convention Chair and the Awards Chair. These awards are the responsibility of the Keys to judge and present.

Coordinate with the Convention Chairman where to place the awards entries at Convention. The entries are returned to the chapters after the awards presentation.

BLUE ‘N GOLD

[Two year appointment]

The Editor is responsible for all content in the newsletter and ensures that the newsletter promotes the purpose and goals of ESA and CSC. Work closely with CSC President and your appointed Counterpart.

Publish a minimum of four newsletters a year. Publication dates are established between yourself and the President. Include a membership form in each newsletter to promote membership in ESA.

Send copy to IC News Bulletin Chairman, IC President, IC Official Representative and Western States Regional Council President and Presidents in the WSRC.

CHAPLAIN

Write notes/cards to all members of their families for condolence, congratulations, and get well. Use discretion as to what cards are sent; however, a good rule of thumb is the “immediate family.” Use some method of keeping track of cards sent to avoid duplication.

Coordinate with the IC Chaplain the reporting of deaths of ESA sisters, their spouses, and immediate family, i.e.: mother, father, sibling, son, daughter, and grandchildren. Report milestone anniversaries and other significant events.

Participate in the Flag Ceremony at CSC Convention, carrying the All Faiths flag. Coordinate with the CSC President the Celebration of Life ceremony that is held at the CSC Convention. Refer to Procedure Book on how to proceed.

Promote the IC Care Connection program.

EDUCATIONAL DIRECTOR

Confirm with the CSC President the appointment of Committee members. Historically, the Educational Director appoints her own committee of five. Forward the names of the Committee members to the CSC President.

Receive Educational Reports from Chapters in CSC. It is not appropriate to have Committee members judge their own Chapter’s Educational Reports. If this creates a problem, seek help from neighboring Council members.

Read and become familiar with IC guidelines for any changes in their requirements. Per IC Board action in February 2010 “*Any Chapter can submit their programs to the IC Ed. Chairman for judging.*”

The announcement of the Top 3 will be made at the CSC Convention. Educational Director and committee select the one Outstanding Educational Director to receive the State Distinguished Athenian Award. The CSC Distinguished Athenian must be announced at the time established by the CSC President; check the CSC Convention agenda.

Keep the Top 3 submittals and bring all other Educational Reports to CSC Convention for return to participating Chapters. Coordinate with the Awards Chairman the location where to leave the reports so the chapters can pick them up at a designated time. Announce that any reports not picked up by the conclusion of the convention will not be returned.

Forward the Top 3 Educational Reports to the IC Educational Director and include the appropriate return postage. If possible, arrange for a CSC member attending IC Convention to pick up the reports in lieu of including return postage.

ESA FOR ST. JUDE

[Two year appointment]

Review the *Procedure Manual* provided by the ESA for St. Jude IC Coordinator and try to attend training in Memphis, typically in March. Expenses associated with this training are provided by ESA for St. Jude. Acts as liaison between Circle of Life office, ALSAC, CSC officers and chapters, and provides training and assistance in promoting volunteer activities. At the CSC Convention present the kick off campaign for the coming year. At the CSC Leadership additional information regarding the campaign will be presented. Coordinate with the CSC President the date and time of presentation.

ESA PROJECT COORDINATOR

EASTER SEALS - promote Easter Seals and encourage members to participate in their local Walk-a-thon events or other activities presented by the local Easter Seals offices. Yearend report is sent to IC Easter Seals Chairman. The categories recognized at CSC are: (a) Chapter/Council contributing the greatest amount of money; and (b) Chapter/Council contributing greatest amount of hours. Total for IC awards (State hours and money) will be submitted to IC by the CSC Awards Chairman.

ESA FOUNDATION DIRECTOR - Review the Procedure Manual provided by the ESA Foundation. Encourage members to submit Scholarship applications to their community schools. Encourage members to join the ESA Foundation. Participate in the CSC Flag Ceremony by carrying the ESA Foundation flag.

HOPE FOR HEROES - Encourage members to participate in their local Veterans and military offices and organizations. Research projects available for Chapter participation and provide the information to Councils and their chapters. Provide a report of activities at year end to the IC Hope for Heroes Chairman. At CSC Convention, if requested, present a program on state activities. Coordinate with the CSC President the date and time of presentation.

SANTA AMERICA - promote Santa Hugs campaign and encourage members to participate. Yearend report is sent to ESA Headquarters. Work with Awards Chairman in reporting at CSC Convention.

MEMORY BOOK

Encourage members to submit photographs and other memorabilia from their Chapter and Council activities. Memory Book contains information from the CSC President's Installation through the CSC Convention at which she presides. Memory Book, is presented to the Jr. Past President, at the CSC Leadership or at another time designated by the CSC President.

PHILANTHROPIC / STATE PROJECT

Plan campaign for the coming year, decide on major fundraising activity [i.e. drawing, silent auction, etc.] with approval from CSC Executive Board. Establish a theme for the baskets at CSC Convention and coordinate with Councils the "Council Basket Drawing". Beginning with the year 2005, and every third year thereafter, coordinate the investigation for a new State Philanthropic Project.

WESTERN STATES REGIONAL COUNCIL

[WSRC]

If a raffle is held, forward request to CSC President and request time on CSC Convention Agenda for presentation of award. Funds are sent directly to the WSRC Treasurer and not placed in the CSC Treasury. Submit articles to the *Western Ways*. Participate in the Flag Ceremony at the CSC Convention, carrying the WSC flag.