

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operating Procedures

Procedure:	Chairperson-Awards Committee
Number:	SOP-C1
Authority:	SCCA Constitution & By-laws - Article V
Effective Date:	February 28, 2003
Revises Previous Date:	November 7, 2001

It shall be the duty of the Awards Committee to solicit nominations from the membership for specific awards, screen the nominations, select the winners, and present the awards at the Association's annual meeting.

Specific Duties:

1. Selecting committee members – preferably a variety of representation (i.e., Probation, Pardon and Parole, Juvenile Justice, Alston Wilkes Society, Consolidated Naval Brig, Retirees, SCDC, etc.)
2. Responsible for soliciting nominations by ensuring that the nomination form is updated and placed in the summer edition of our newsletter.
3. Review nominees for each award and have committee make appropriate selections.
4. Make recommendations to Board if changes/additions need to be made to nomination form.
5. Responsible for acquiring plaque for outgoing President to be presented by the new President after being sworn in at business meeting on final day of annual conference.
6. Responsible for ensuring that recipients of awards are in attendance at Awards Luncheon at the annual conference.
7. A written report of activities and accomplishments of the committee for the year should be submitted to the Board of Directors, prior to the annual business meeting. The committee chair should also be prepared to give oral reports to the Board upon request.