

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operating Procedures

Procedure: **Chairperson–Host Committee**

Number: SOP-C6

Authority: SCCA Constitution and By-Laws – Article V

Effective Date: February 28, 2003

Revises Previous Date: November 7, 2001

It shall be the duty of the Host Committee to propose to the Board of Directors a site and time for the Annual South Carolina Correctional Association Conference, to secure the contract for the facilities, and to serve as the Association’s contact/liaison with the contracted facility.

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.)

The Host Committee Chairperson shall be responsible for visiting potential sites for the conference and negotiating the dates and various costs involved.

The Host Chairperson shall also be responsible for planning social and recreational events for the Annual Conference with approval from the Officers.

The Host Chairperson shall also assist in raising funds to support conference activities.

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.