

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operating Procedures

Procedure:	President
Number:	SOP – O1
Authority:	SCCA Bylaws: Article II, Section 3 and Article IV, Section 1
Effective Date:	February 28, 2003
Revises Previous Date:	November 7, 2001

The President shall preside at the Annual Conference of the Association and at all meetings of the Board of Directors; shall appoint the Chairperson of each Standing Committee and have final approval of all committee members; shall be an ex-officio member of committees except the Nominating Committee; shall serve as the Chairperson of the Board of Directors; shall represent the Board of Directors between its meetings; and shall report to the Board of Directors all important interim actions.

Duties shall include, but not be limited to:

1. Call meetings of the Board of Directors as required to conduct Association business and plan annual conference. Meetings should be scheduled and announced on an annual basis, to include monthly Executive Committee meetings and quarterly Board of Directors meetings.
2. Preside at the Association's Annual Conference, and at all meetings of the Executive Committee and Board of Directors. An agenda should be prepared prior to each meeting .
3. Represent the Board of Directors between meetings and report to the Board all important interim actions.
4. Assure questions of Parliamentary Procedures are resolved by Roberts Rules of Order.
5. Ensure a quorum (which is a majority of the members of the Board of Directors present) by checking with Secretary before meeting is called to order.
6. Appoint chairpersons of all standing committees (except Program Committee and Nominating Committee which are designated in the By-Laws) and approve all committee members. Chairpersons and committee members will be selected in accordance with Article V, Section I of the By-Laws.

7. Appoint ad hoc committees as required in accordance with Article V, Section II of the By-Laws.
8. Serve as ex-officio voting member of all committees and shall be given notice of and shall have the right to attend all committee meetings except the Nominating Committee; however, unless designated by policy or the Board of Directors as a regular member of a committee, the President is not obligated to attend.
9. Administer Oath of Office to Board of Directors after election at annual business meeting.
10. Communicate with Board of Directors, Past Presidents, committee members, and the membership by:
 - a. Writing a President's Message for each issue of the Reporter
 - b. Telephone, write letters, fax, or e-mail to stay in touch with members as needed
11. Serve as SCCA ambassador to state administrators and officials, private sector administrators, and vendors to present the Association in a positive, professional way.
12. Work closely with Host Committee in planning Annual Conference.
13. Work closely with Program Committee in determining a theme for the annual conference and developing that theme into a meaningful program in terms of content, presenters, and evaluation.
14. Appoint a Board member if a vacancy, for whatever reason, occurs before expiration of term, to serve in accordance with Article II, Section I of the By-Laws.
15. Replace committee chairs or members as vacancies occur or as required for the good of SCCA.
16. Work with President-Elect throughout the year keeping him/her informed on all issues in order to assure a smooth transition of administration.
17. Accept other duties as assigned by the Board of Directors.