

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operating Procedures

Procedure: Vice-President

Number: SOP-O3

Authority: SCCA Constitution & By-laws Article II: Section 3,
Article IV: Sections 1 & 4

Effective Date: February 28, 2003

Revises Previous Date: November 7, 2001

The Vice President shall have general administrative duties under the direction of the President and such other duties as may be assigned to him/her from time-to-time by the Board of Directors. The Vice President shall also be the Chairperson of the Program Committee, coordinate the statewide Annual Conference, and be available to consult with and be of assistance to other committee Chairpersons.

The Vice-President shall perform such duties as:

1. Chair the Program Committee, coordinating the Association's Annual Conference (see SOP C-11 for guidelines).
2. Be available to consult with and assist other committee Chairpersons.
3. Perform other duties as may be directed by the Board of Directors.