

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Host Committee
Number:	SOP-302
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By- Laws Section 14: Committees
Reference:	SSCA By-Laws Section 13: Meetings and Section 14: Committees
Effective Date:	February 4, 2006
Revises Previous Date:	February 14, 2004

This Committee shall have general oversight of the physical arrangements for the Mid-Winter Training Conference and the Annual Summer Training Conference.

The Committee chairperson and vice-chairperson shall be appointed by the President and its members selected by the President and chairperson. It may designate sub-committees to deal with specific needs. Among specific duties of the committee are:

1. Secure support from relative governments and law enforcement agencies;
2. Negotiate and finalize contractual agreement with hotel and all other necessary facilities;
3. Contract with local exhibit company or prepare and manage exhibitor contracts including insurance, drayage, and storage;
4. Prepare budget as defined in "Host Committee Budget" for presentation and approval at Mid- Winter Training Conference;
5. Request start-up funding from Executive Board;
6. Secure necessary documents from the Executive Board to open and maintain a SSCA Host Committee checking account.
 - a. If the SSCA Federal Employee Identification Number (TAX Number) is used for the checking account all revenues and expenses must be recorded using the attached SSCA Chart of Accounts.
 - b. All financial records that support the accounting records must be retained and forwarded to the Executive Secretary no later than January 31 of the year following the conference;
7. Secure funding and donations for special events, door prizes, etc.;

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8. Maintain thorough and accurate records and receipts of all monetary transactions, donated goods and services, etc., using the attached Chart of Accounts to record receipts and expenses;
9. Plan and coordinate a promotional hospitality function at the preceding year's Annual Summer Training Conference;
10. Plan and coordinate arrangements for the Mid-Winter Training Conference;
11. Prepare promotional articles and pre-registration material for Winter and Spring editions of the Southern Concourse;
12. Design a registration process which provides an accurate record of membership, conference registrants and monies, and accommodates site-specific needs and/or limitations;
13. Work with Program Committee to allocate space for general sessions, break outs, etc.;
14. Work with hotel banquet coordinator to select menus, prices, settings, etc. for all food and/or hospitality functions;
15. Establish central operations staff to coordinate conference services such as information gathering and dissemination, medical and other emergencies, message center, ground transportation, VIP services, media contact, security, event insurance, etc.;
16. Obtain and schedule security as dictated by physical plant;
17. Design and oversee the printing of conference program;
18. Close out books and checking account from the Annual Summer Training Conference prior to the following Mid-Winter Training Conference. Prepare a financial statement of the activities of the Host Committee for SSCA and forward it along with all remaining funds to the Association Treasurer;
19. The Committee Chairperson shall obtain a current copy of the SSCA Conference Manual from the President-Elect;
20. Solicit exhibitors and sponsors for the conference activities/events, as outlined in the Standard Operating Procedures;
21. Select and secure entertainment as needed for special events such as the banquet. Execute written contracts with individuals or agents;
22. Prepare and disseminate training validations/certificates to participants;

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23. Provide costs for special events to the Vendor liaison(s) at the Mid-Winter Training Conference when the Host Committee budget is presented; and

24. Immediately provide copies of registration forms which include membership dues, mailing information, and these dues to the Executive Secretary so appropriate processing of the membership application may be completed and new membership information provided to the individual. If membership information is received July 1 or after, such information will be placed in folder and handed to Executive Secretary at the Annual Summer Training Conference to ensure timely processing of these new memberships.

HOST COMMITTEE BUDGETING

The Host Committee shall prepare its budget for presentation and approval at the Mid-Winter Training Conference.

1. The budget is for the income and expenditures associated with all conference activities, excluding Program Committee activities listed below.

- Hotel expenses
- Special events
- Sports activities
- Door prizes
- Banquets (including meals)
- Entertainment
- Hospitality rooms and supplies
- Conference promotions
- Advertisement
- Conference Program Books
- Exhibit space costs
- Decorations
- Flowers and table center pieces
- Registration
- Audio visual for entertainment awards program and special events

2. The budget for Program Committee activities will include:

- Speakers and trainers

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- ✓ Speakers' fee
- ✓ Travel
- ✓ Lodging
- ✓ Per diem
- Reproduction of training material
- Training certificates
- Audiovisual for training programs

All income and expenditures identified in the conference activity budget shall be managed by the Host Committee in an account separate from the SSCA operating budget. Income and expenditures for the Program activities shall be managed within the SSCA operating budget and in compliance with SOP-106.

Chart of Accounts

Host Committee Budget:

Income

Start-up advance	3500
Registration	??3101
Ticket Sales	3502
Exhibits	3503
Advertising	3504
Banquets	3505
Hospitality	3506
Special Events	3507
Golf	3508
Other income	3509

Expenses

Start-up refund	4501
Hospitality	4502
Hotel contract	4510
Audio visual	4511
Exhibits	4520
Pipe and draping	4521
Signage	4522
Door prizes	4523
Past Presidents' Breakfast	4530

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President's Reception	4531
Awards Banquet	4532
Entertainment	4533
Registration	4540
Registration rebate (\$10 per paid registrant)	4541
Tickets	4542
Postage	4550
Supplies	4551
Telephone	4552
Printing	4553
Miscellaneous	4554
Flowers	4555
Program booklet costs	4556
Event Insurance	4557
State Conference Night	4560