

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Program Committee
Number:	SOP-303
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; SSCA Expense Statement/Reimbursement Request, SOP-205
Effective Date:	July 15, 1998
Revises Previous Date:	July 12, 1997

The Program Committee is responsible for designing, planning, and presenting the training program at the Association's Annual Summer Training Conference.

The committee shall consist of a minimum of ten (10) members representing the various states disciplines of the criminal justice system. Included in this responsibility are duties to:

1. Select a theme and design a training program around the theme;
2. Select topics for a format to include general sessions and/or workshops, special interest groups and leadership development session;
3. Prepare budget as outlined in "Program Committee Budget" for presentation and approval at the Mid-Winter Training Conference;
4. Select and secure speakers and trainers. Execute written contracts or letters of agreement with each, defining costs of honorarium and/or expenses. Coordinate with Host Committee all commitments with speakers for complimentary sleeping rooms, covered meals, ground transportation needs, presentation needs, etc. All agreements should be approved by the Program chairperson, Host Committee chairperson, and SSCA Treasurer;
5. Prepare an estimated budget to be submitted to the Finance Committee for the training component and request funding from the Executive Board at the Mid-Winter Training Conference;
6. Work with the Host Committee to ensure proper allocation of meeting room space;

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7. Provide Host Committee necessary information to prepare promotional material for the Southern Concourse, at least four (4) months prior to the Annual Summer Training Conference;
8. Provide Host Committee with information on speakers and trainers to include names, addresses, topics, biographical information, etc., necessary to prepare the printed conference program at least three (3) months prior to the conference;
9. Provide facilitators, evaluators and/or moderators as needed for all general sessions and workshops;
10. Appoint program coordinators, as needed, to work with speakers and workshop leaders, to determine audiovisual needs, transportation, and lodging needs, receipt/storage of handouts, timely receipt of biographical information, etc.;
11. Supply Host Committee a list of program participants, which indicates VIP status, ground transportation requirements, lodging dates, and any other information necessary for scheduling during the conference;
12. Prepare a process and the necessary forms (see attached example) for evaluating all segments of the program and the overall conference;
13. Utilizing the approved SSCA expense form, process paperwork necessary for paying speaker expenses; and
14. Ensure all invoices, requests for expense reimbursement and other bills for program activities are presented to the SSCA Treasurer for payment. Such expenses shall include:
 - Speakers and trainers
 - ✓ Speakers' fee
 - ✓ Travel
 - ✓ Lodging
 - ✓ Per diem
 - Reproduction of training material
 - Training certificates
 - Audiovisual for training programs

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Chart of Accounts

Program Committee Budget: Income

Income

Conference Revenue	3004
Donations	3006
Other Income	3010

Expenses

Program	4031
Speakers' Fees	4033
Printing reproduction	4034
Audio/visual	4035
Travel/per diem	4036

Attachments:

Duties of Session Evaluation
Conference Evaluation Form

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Bank Deposit Transmittal

Date: _____

Regular Memberships (3001) \$ _____

Affiliate Memberships (3002) \$ _____

Associate Memberships (3012) \$ _____

Supporting Patron (3011) \$ _____

Conference Revenue (3004) \$ _____

Advertising, Other (3005) \$ _____

Donations (3006) \$ _____

Sales (3009) \$ _____

Other Income (3010) \$ _____

Total Deposit \$ _____

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Duties of Session Evaluators

1. Pass out evaluation forms to session participants; request that they complete them and return the form to you at the close of the session;
2. Collect evaluation forms as participants leave the session;
3. Determine the majority opinion of the participants regarding impressions of the session; report majority opinion on a blank form, along with significant comments/suggestions about the session and presenter;
4. Record your own impressions of the session and presenter; and
5. Return all completed forms and your tabulations and remarks to the Program Committee Chairperson or their designated representative.

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CONFERENCE EVALUATION FORM

Instructor _____

Session Title _____ Date _____

On a three point scale, please answer all questions in terms of your impressions regarding this session:

		POOR	SATISFACTORY	EXCELLENT
1. Adequacy and accuracy of program description	1	2	3	
2. Seminar content and presenter's knowledge of subject or topic	1	2	3	
3. Presentation format of the session	1	2	3	
4. Relevance of content to your needs	1	2	3	
5. Speaker effectiveness	1	2	3	
6. Usefulness of information acquired	1	2	3	
7. Opportunity for interaction, questions, and responses	1	2	3	
8. Overall opinion of the session	1	2	3	

Comments/Suggestions about the Session:

Comments/Suggestions about the Presenter:

Please return this form to the Program Evaluator as you leave the session. Thank you for your comments.

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