

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	President
Number:	SOP-101
Authority:	SSCA Constitution, Article V, Government; SSCA Constitution Article VII, Meetings; Article XI, Authorization of By-Laws and Standard Operating Procedures; SSCA By-Laws, Section 1, Part III, Professional Conduct/practices; Section 2, Term of Office; Section 3, Eligibility for Office; Section 4, Duties of Officers - President, President-Elect, First Vice-President, Second Vice-president, Executive Treasurer, Secretary; Section 6, Duties and Responsibilities of Executive Secretary; Section 7, Duties and Responsibilities of Executive Board; Section 8, Executive Board Vacancy; Section 9, Removal of Executive Board Members from office; Section 10, Voting; Section 11, Membership; Section 12, Annual Dues; Section 13, Meetings; Section 14, Committees - Nominating, Time and Place, Program, Membership, Resolution, Constitution and By-Laws, Host, Finance, Long-Range Planning, The David H. Williams Excellence of Service Award Selection; Kenneth Law Scholarship Award, Line Staff of the Year Award Selection; <u>Southern Concourse, P.C. Shields Award, Research and Grants, vendor, Catastrophic Weather</u> ; Section 15, Financial Statement; Section 16, Bonding; Section 17, Authorization to Expend; Section 19, Installation of Executive Board Members; Section 20, Official Oath; Section 21, Amendment of By-Laws; Section 22, Development of Standard Operating Procedures
Reference:	Same as Authority
Effective Date:	July 24, 2016
Revises Previous Date:	July 18, 2007

The President serves as the Chief Executive Officer of the Association and shall uphold the Constitution and By-Laws of SSCA and chair the Executive Board. These duties shall include, but not be limited to:

1. Call meetings of the Executive Board as required to conduct Association business; plan Annual Summer Training Conference, and announce time and place.
2. Preside at all meetings of the Executive Board.
3. Conduct all meetings following the agenda attached.
4. Assure Roberts Rules of Order resolves questions of Parliamentary Procedure.

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

5. Ensure a quorum of one-half of the Executive Board is present before meeting is called to order.
6. Determine time and place for fall and spring officers' meetings, and extend an invitation to all past presidents. Committee chairs may be invited as required.
7. Appoint all standing committees.
8. Appoint ad hoc committees as required.
9. Appoint chairs and vice-chairs for all committees except: Nominating Committee, Long-Range Planning Committee, Membership Committee, and David H. Williams Excellence of Service Award Selection Committee. These committee chairs are designated in the By-Laws or the By-Laws direct the method to determine the committee chair.
10. 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; however, unless designated by policy or the Executive Board as a regular member of a committee, the President is not obligated to attend.
11. Administer Oath of Office to Officers and State Representatives after election at Annual Business Meeting.
12. Communicate with Executive Board, Past Presidents, Executive Secretary, committee members, and the membership by:
 - a. Writing a President's Message for each issue of the Southern Concourse
 - b. Telephone, write letters, fax, or e-mail
13. Serve as SSCA ambassador to state administrators and officials, private sector administrators, and vendors to present the Association in a positive, professional way.
14. Work closely with the Host Committee in planning the Mid-Winter Training Conference and Annual Summer Training Conference.
15. Work closely with Program Committee in determining a theme for the Annual Summer Training Conference and developing that theme into a meaningful program in terms of content, presenters, and evaluation.
16. Appoint a State Representative if a vacancy, for whatever reason, occurs before expiration of term, to serve until the balance of the term of the vacating State Representative is expired in accordance with the provisions and guidelines in By-Laws' Section 8: Executive Board Vacancy, and Section 9: Removal of Executive Board Member from Office.

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

17. Be open and listen to the membership. As ideas, suggestions, comments, and criticism are offered, deal with them in the most professional way that will benefit SSCA.
18. Replace committee chairs, vice-chairs, or members as vacancies occur or as required for the good of SSCA.
19. Ensure Past Presidents are informed of all meetings including Officers' Fall and Spring Meetings, Mid-Winter Training Conference and Annual Summer Training Conference, and that they receive minutes of these meetings.
20. Work with President-Elect throughout the year keeping him/her informed on all issues in order to assure a smooth transition of administration.
21. Work closely with Executive Secretary as required staying abreast of concerns, membership, Southern Concourse, and any other issue needing to be known or requiring attention.
22. Accept other duties as assigned by the Executive Board.