

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	President-Elect
Number:	SOP-102
Authority:	SSCA Constitution, Article V: Government; SSCA By-Laws Section 4, Duties of Officers; Training Grant - SOP-204
Reference:	Same as Authority
Effective Date:	February 2, 2002
Revises Previous Date:	None

The President-Elect shall have general administrative duties under the direction of the President and other duties may be assigned to him/her from time to time by the Executive Committee:

Specific:

1. Attend all Officers and Executive Board Meetings, to include all Conferences, when possible.
2. Coordinate and approve SSCA training grants.
3. Make Provisions for an orderly transition of his/her administration as President at the end of his/her term as President-Elect.
4. Seek out and have committee staffing available for appointment at the Business Session at which he/she accepts the Presidency.