

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Second Vice President
Number:	SOP-104
Authority:	SSCA Constitution, Article V: Government; SSCA By-Laws Section 4, Duties of Officers
Reference:	Same as Authority
Effective Date:	July 2017
Revises Previous Date:	July 18, 2014

The Second Vice-President 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. Chair the David H. Williams Excellence of Service Award Committee in accordance with SOP-401. Report on this committee's behalf to the Executive Board at the Mid-Winter Training Conference on the status of nominations.
3. Chair the Membership Committee in accordance with SOP-306. Report on this committee's behalf to the Executive Board at the Mid-Winter Training Conference and Annual Summer Training Conference.
4. Chair the Membership Review Committee in accordance with SOP-307. At the Mid-Winter Training Conference and Annual Summer Training Conference, report to the Executive Board on membership applications from affiliates or supporting patrons.
5. Make recommendations of SSCA members through the State Representative to the President-Elect for appointment to the Time and Place Committee for the following year.
6. Assist the Executive Secretary with the Member Training Award and New Member Training Award as described in the SOPs 405 and 406.