

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	State Representative
Number:	SOP-109
Authority:	SSCA By-Laws Section 5: Duties and Responsibilities of State Representatives
Reference:	By-Laws, Section 5: Duties and Responsibilities of State Representative; Line Staff of the Year Award, SOP-404; Scholarship Award Committee, SOP-402; New Member Award, SOP-406; Membership Committee, SOP-306; Training Grant, SOP-204
Effective Date:	July 2016-2018
Revises Previous Date:	July 18, 2007

Each member state shall select one of its regular members to serve as State Representative on the Executive Board. The term of the elected State Representative shall be three (3) years.

1. Eligibility Criteria:

- a. At least two (2) years of continuous active regular membership in SSCA.
- b. Time available to devote to the Association's business.
- c. A willingness to work towards the expansion of SSCA.
- d. Demonstrated knowledge of and working involvement in the Association, i.e., serving on committees, participating in programs, pursuing additional members, serving as an officer, developing articles for the quarterly journal, Southern Concourse.

2. Process for Applying for State Representative Position:

When the term of the State Representative is to expire, any regular member from that state who meets the above eligibility requirements and who is interested in assuming the duties of the State Representative should submit the following to the Nominating Committee chairperson:

- a. A cover letter indicating applicant's intent to be considered, an affirmation/explanation that the applicant meets the eligibility criteria, and why the applicant is seeking the post.
- b. A current resume/vita.

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

- c. Letters (one each) of support from applicant's agency/department administrator and applicant's immediate supervisor.

3. Duties and Responsibilities:

- a. Always act in a manner consistent with the best interest of the Association as a whole.
- b. Represent the membership within their respective states, serve as a conduit of information from each respective state's membership to the Executive Board, and from the Executive Board to the members.
- c. Promote the growth and retention of membership within applicant's state.
- d. Secure articles and advertisement for the Southern Concourse.
- e. Solicit scholarship nominations with all nominations to be submitted via the State Representative to the Scholarship Committee.
- f. Caucus the membership of their respective states at the Annual Summer Training Conference to discuss issues of interest or concern.
- g. Serve as a liaison between SSCA and his/her State Association.
- h. Attend required meetings of the Association. If unable to attend, send a substitute representative; however the substitute will not have voting privileges on the Executive Board because they are not the elected State Representative.
- i. At the Annual Conference, give a report to the Executive Board regarding what is being done in their state to promote SSCA and increase membership. Submit a written copy of this report to the SSCA Secretary at the meeting. The copy of the report is to be included with the official minutes of the Executive Board Meeting.
- j. At the Annual Summer Training Conference, elect a Chairperson who shall:
 - i. Assume the position at the close of the Annual Summer Training Conference at which elected and serve until the close of the following Annual Summer Training Conference.
 - ii. Call and chair meetings of the State Representatives at the Mid-Winter Training Conference and Annual Summer Training Conference.
 - iii. Serve as a spokesperson for the State Representatives at quarterly Officers' meetings.
 - iv. Select a recorder to maintain minutes of meetings of the State Representatives.
- k. Promote nominations for the David H. Williams Excellence of Service Award.

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

4. Promote Growth and Retention of Membership:

- a. The SSCA budget year follows the calendar year-January 1 to December 31. Terms of office for the State Representative run from Annual Summer Training Conference to Annual Summer Training Conference.
- b. In years where the State Representative's term of office **does not expire**, the state representative has the flexibility of spending the money allotted at any time during the calendar year.
- c. In years where the State Representative's term of office **does expire**, the sitting state representative will only have available **one half** of the funds allotted for the calendar year, prior to the Annual Summer Training Conference. Following the Annual Summer Training Conference, the newly elected state representative will have the remaining half of the funds available for use until the end of the year – December 31.
- d. The newly elected State Representative should contact the SSCA Executive Treasurer and request the amount of funds available to him/her for the remaining calendar year.
- e. Allotted monies may be used at the discretion of state representative. Examples of uses for the monies:
 - i. Postage to correspond with members or potential members
 - ii. Promotional items such as pens with SSCA logo, or items to be used in drawings or raffles for member renewals or new members
 - iii. Refreshments at State Associations or meetings of potential members

5. Accountability for Expenditures of Funds:

State Representative will be accountable to the Association for expenditures of funds. There are two basic methods to receive allocated funds for the promotion of SSCA:

- a. The State Representative will expend the funds as needed and furnish receipts to the SSCA Executive Treasurer for reimbursement. This is the preferred method for receiving funds.
- b. The State Representative may request funds from the SSCA Executive Treasurer prior to the expenditure but must adhere to the following:
 - i. A written request must be made to the SSCA Executive Treasurer a minimum of 30 days prior to the desired time of use. For example, 30 days prior to the State Association Conference start date where the funds will be used. The request must outline the amount requested and specify what the amount is to be used
 - ii. for. For example, request \$50 for Breakfast at State Association on specific dates, \$30 to be used for coffee, \$20 for pastries.

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

- iii. SSCA Executive Treasurer will issue a check in the specified amount to the State Representative.
- iv. The State Representative must provide receipts totaling the amount sent to him/her by the Executive Treasurer within 30 days of the designated date of the function.
- v. If the amount of receipts sent in by the State Representative does not equal the amount sent initially by the Executive Treasurer, the State Representative will include reimbursement to SSCA.
- vi. If the amount of the receipts sent in by the State Representative exceeds the amount initially sent by the Executive Treasurer, the Executive Treasurer will issue a check to the State Representative for the balance.