

# **SOUTHERN STATES CORRECTIONAL ASSOCIATION**

## Standard Operating Procedures

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<b>Procedure:</b>	<b>Committee Chair Position -Responsibility and Purpose</b>
<b>Number:</b>	SOP-111
<b>Authority:</b>	SSCA Constitution, Article XI: Authorization of By-Laws and SOPs; SSCA By-Laws Section XIV Committees
<b>Reference:</b>	SSCA By-Laws Section XIV Committees
<b>Effective Date:</b>	July 24, 2016
<b>Revises Previous Date:</b>	July 24, 2016

**Purpose:** To lead the committee through the business of planning, implementing, and evaluating the tasks and projects as assigned per the committee's Standing Operating Procedure (SOP).

### **1. Success Criteria:**

- a. Committee builds a sense of teamwork.
- b. Committee completes tasks/projects per SOP.
- c. Committee presents preliminary and final report, including motions, to SSCA Executive Board and Association members.

### **2. Responsibilities:**

- a. Within two weeks of being appointed Committee Chair, notify each committee member advising of their appointment to committee and provide them a copy of their specific Committee SOP
- b. Make arrangements for meeting and notify members of date, time and place of meeting via online/telephone conference.
- c. Prepare agenda for meeting, send the agenda schedule as quickly as possible prior to the meeting to the members of the committee.
- d. Delegate responsibilities to committee members, if possible, do this prior to the committee meeting.
- e. Create and use a planning checklist as a guide of the task/projects for the committee.
- f. Call committee meeting to order.
- g. Involve all committee members in the decision making including those who cannot attend.
- h. Report recommendations to SSCA Executive Board and Association members at the midwinter and summer meetings.
- i. Keep minutes of activities/events of the committee.

### **3. Target Dates:**

- a. Time for making arrangements for committee to meet.
- b. Time for committee to discuss business and make recommendations.
- c. Time for committee to report to SSCA Executive Board and Association.
- d. Time to conduct activity/event if part of the committee role.

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- e. Time to report accomplishments to SSCA Executive Board and Association.

#### **4. Resources Available:**

- a. SSCA Constitutions and By-Laws
- b. Working with Committees SOP
- c. SSCA President
- d. SSCA Officers
- e. Other committee members

#### **5. Training Opportunities:**

Consultation in order with SSCA President, SSCA Officers, past Committee Chairs, and past-Presidents

#### **6. Report to:**

SSCA Executive Board and Association