

# ***SOUTHERN STATES CORRECTIONAL ASSOCIATION***

## Standard Operating Procedures

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<b>Procedure:</b>	<b>Time &amp; Place Committee</b>
<b>Number:</b>	SOP-305
<b>Authority:</b>	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
<b>Reference:</b>	SSCA By-Laws Section 13: Meetings and Section 14: Committees
<b>Effective Date:</b>	July 18, 2007
<b>Revises Previous Date:</b>	August 13, 1992

The Time and Place Committee shall be appointed by the President at the closing business meeting of the Annual Summer Training Conference and shall consist of a minimum of three (3) individuals who are active members. It is recommended that one individual have some knowledge and/or experience in negotiating with hotel(s) for conferences.

Duties and responsibilities of the committee include:

1. Coordinate activities with the Vice-President in selecting a conference site for his/her term as President.
2. Receive and investigate applications from states interested in hosting the Annual Summer Training Conference based on the considerations listed below. They shall make recommendations at the next annual business meeting for selection of time and place of the conference two (2) years ahead.
3. Considerations for selection of time and place:
  - a. The applicant state's corrections organization(s) should provide letters supporting hosting the conference;
  - b. Applicant city's/state's support of the conference bid;
  - c. Accessibility of site to major transportation;
  - d. Trade calendar of competitive events;
  - e. Size, location, and layout of proposed site:
    - i. Number of sleeping rooms? Overflow?
    - ii. Meeting rooms available

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- iii. Traffic flow patterns
  - iv. Exhibit space availability and accessibility
  - v. Food service
  - vi. Cost of sleeping rooms, food service, corkage fees, cancellation policies, etc.
  - vii. Ground transportation available
  - viii. Ancillary services and attractions in area
- f. Identify dates for both Mid-Winter Training Conference and Annual Summer Training Conference; tentative dates for the Program Committee to meet in October of the preceding date may be set at the discretion of the Vice-President; and
- g. A contract with the host hotel should be executed by an officer of the Southern States Correctional Association.