

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Secretary
Number:	SOP-106
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws and SOPs; SSCA By-Laws Section 4: Duties of Officers
Reference:	SSCA By-Laws Section 4: Duties of Officers
Effective Date:	July 24, 2016
Revises Previous Date:	July 14, 2010

The Secretary is expected to act in a manner consistent with the best interests of the entire Association. His/her primary responsibility is to:

1. Keep an accurate and current record of the minutes of the Association and Executive Board Meetings;
2. See that all notices are duly given in accordance with the provisions of the Constitution and By-Laws;
3. See that books, reports, statements, certificates and all other documents and records required by law are properly kept and filed;
4. Perform such duties as may be assigned by the Executive Board; and
5. Is expected to attend all meetings of the officers or Executive Board, to include all conferences. The Secretary's duties will commence at the close of the Annual Association's Summer Business meeting.

Specific duties are:

1. Serve as the secretary and keep accurate minutes of all Officers and Board meetings
2. Prepare and mail minutes to the President for review and approval;
3. Upon approval of the minutes by the President, mail the minutes to the officers, Executive Board, Executive Secretary and Past Presidents either electronically by e-mail or paper copy if no e-mail address is available.
4. Minutes of the Association's Annual Conference will be taken by the sitting Secretary;

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5. Minutes of the Association's Annual Conference will be submitted within two week of the close of the Summer Conference. (The minutes are required in order to change the signature card for the Association's checking account making the short time for submission necessary.)
6. Minutes of the Association's Midwinter Meeting will be submitted no later than the Spring Officer's Meeting.
7. Attend all Officers and Executive Board Meetings, to include all conferences when possible. In the event the Secretary is unable to attend any meetings, he/she will designate someone to take the Minutes. The Secretary will be responsible for compiling and distributing the Minutes.
8. Prepare hard copies of Minutes to be available at the Midwinter and Annual Conference Meetings.
9. Perform other duties as assigned by the Executive Board.