

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Executive Secretary
Number:	SOP-108
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws and SOPs; SSCA By-Laws Section 6: Duties and Responsibilities of Executive Secretary
Reference:	SSCA By-Laws Section 6: Duties and Responsibilities of Executive Secretary; Investment of SSCA Funds, SOP-203;
Effective Date:	July 2016-2018
Revises Previous Date:	July 14, 2010

The Executive Secretary is expected to act in a manner consistent with the best interest of the entire Association and to promote its growth. He/She is the primary repository for records, minutes, resolutions, reports, budgets, Constitution and By-Laws, programs, and any other pertinent documents pertaining to the Association and its history. The Executive Secretary should be able to answer questions and provide information to officers, state representatives, and the members at large. He/She is expected to attend all meetings with the Officers or Executive Board, to include all conferences.

Specific:

1. Serve as the editor, publisher, and distributor of the Southern Concourse, with issues being distributed in August/September, November, February and May. All issues shall include, at a minimum, the President's message, names of new members, application for membership, and articles. Specific issues shall include the following:
 - a. The August/September issue shall include all award and scholarship winners and applications for the next year's award recipients, a summary of the conference to include attendance, the business voted on, and committee appointments.
 - b. The November issue shall include scholarship and award applications, general information of the next Annual Summer Training Conference, Mid-Winter Training Conference meeting information, and a financial report of the previous year.
 - c. The February issue shall include information about the Mid-Winter Training Conference and general information of the next Annual Summer Training Conference.
 - d. The May issue shall include specific information regarding the Annual Summer Training Conference, to include hotel, program, travel, and registration.

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The Executive Secretary shall notify the President if he/she is not provided with the information necessary to meet these minimums.

2. Serve as the repository of all records, files, minutes, resolutions, Constitution and By-Laws, budgets, programs, and any other pertinent Association historical documents. He/she shall keep an inventory of all SSCA equipment.
3. Maintain computerized records of all memberships, showing names, addresses, expiration dates, etc. This list will be provided to each state representative and chairman of the Membership Committee. Mailing labels and additional lists will be provided when requested by members of the Executive Board.
4. Provide each new member with a form letter from the President, membership card, pin, a copy of the latest edition of the Southern Concourse and any other item(s) approved by the Executive Board within 30 days of receipt of his or her application. Provide each renewing member with a form letter from the President, a membership card, and a receipt within 30 days of receipt of their renewal. Send all members a notice of expiration of their membership. These shall be sent 30 days prior to expiration.
5. Serve as the ex-officio member of the Membership Committee.
6. Prepare for and attend all Officers and Executive Board meetings, to include all conferences when possible, and visits member states' Annual Summer Training Conferences. Visiting member states' Annual Summer Training Conferences is optional when SSCA finances are available.
7. Maintain contact with Officers, State Representatives and advertisers. This includes preparing thank you letters to advertisers for the President's signature.
8. Maintain bank account in his/her city of residence under the name of the Association. Deposit all monies received from renewal or new memberships, advertising, sale of t-shirts, lapel pins, etc., and forward records of deposits to the Executive Treasurer. Administer certificates of savings.
9. Provide at Annual Summer Training Conference a letter for the signature of the new Executive Treasurer and President to be given to the bank. On a regular basis, provide the Executive Treasurer with a monthly bank statement, copies of deposit slips with Bank Deposit Transmittal Forms, and details of expenditures to local bank account.
10. Develop an annual operating budget for his/her functions. Consideration should be given to cost projections for the following needs:

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- a. Printing
 - i. Southern Concourse
 - ii. Certificates
 - iii. Membership Cards and Applications
 - iv. Letterhead/stationery
 - v. Envelopes

 - b. Postage
 - i. Post Office Box
 - ii. Postage for mailing of renewal and new memberships, information, and supplies

 - c. Supplies
 - i. Envelopes
 - ii. Mailing labels, computer paper
 - iii. Packaging for mailing lapel pins
 - iv. Other office supplies as necessary

 - d. Other Expenses
 - i. Insurance (Computer)
 - ii. Computer Maintenance
 - iii. Travel to include Mid-Winter Training Conference and Annual Summer Training Conference
 - iv. Miscellaneous travel for attending Fall and Spring Officers' meetings (Executive Board and Past Presidents), and state conventions.
11. File annual federal tax return according to IRS requirements.
12. Perform other duties as stipulated in the current contract.

Attachment: Bank Deposit Transmittal Form

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BANK DEPOSIT TRANSMITTAL

Date: _____

Regular Memberships (3001)	\$	_____
Affiliate Memberships (3002)	\$	_____
Associate Memberships (3012)	\$	_____
Supporting Patron (3011)	\$	_____
Conference Revenue (3004)	\$	_____
Advertising, Other (3005)	\$	_____
Donations (3006)	\$	_____
Sales (3009)	\$	_____
Other Income (3010)	\$	_____
Total Deposit:	\$	_____