

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	First Vice President
Number:	SOP-103
Authority:	SSCA Constitution, Article V: Government; SSCA By-Laws Section 4, Duties of Officers
Reference:	Same as Authority
Effective Date:	July 2017
Revises Previous Date:	July 18, 2007

The First Vice-President shall have general administrative duties under the direction of the President and other duties may be assigned to him/her from time to time by the Executive Committee.

Specific:

1. Attend all Officers and Executive Board Meetings, to include all Conferences, when possible.
2. Serve as a member of the Program Committee; attend the Program Committee meetings at the Fall Officers Meeting and the Mid-Winter Training Conference for the purpose of assisting the Program Committee to plan the training portions of the Annual Summer Training Conference.
3. Chair the Long Range Planning Committee in accordance with SOP-307 and report on this committee's behalf to the Executive Board at the Mid-Winter Training Conference and Annual Summer Training Conference concerning recommendations of any tentative planning for the Association's activities or any concerns and issues requested by the Association President.
4. Work with the Time & Place Committee to select a conference site to be recommended for the Annual Summer Training Conference during his/her term as President.