

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operating Procedures

Procedure: **Chairperson – Line Officers Appreciation Luncheon Committee**

Number: SOP – C10

Authority: SCCA By-Laws - Article V, Section 5

Effective Date: February 28, 2003

Revises Previous Date: None

It shall be the duty of the Line Officers' Appreciation Luncheon Committee to plan, coordinate and conduct the annual Line Officers' Appreciation Luncheon.

Specific Duties:

1. Selecting committee members – preferably a variety of representation (i.e., Probation, Pardon and Parole; Juvenile Justice; Alston Wilkes Society; Consolidated Naval Brig; Retirees; SCDC, etc.)
2. Responsible for presenting a date, location and luncheon speaker to the Board of Directors for approval.
3. Responsible for ensuring that the recipients of awards are notified and attend the luncheon.
4. Responsible for notifying the media, all participating agencies and other invited guests of the luncheon event.
5. Responsible for acquiring awards, flowers, door prizes and other items needed to ensure a successful luncheon
6. Responsible for providing a menu for the meal and a suitable supplier and server for the event.
7. Responsible for ensuring that all invoices related to the luncheon and requiring payment are presented to the Association Treasurer in a timely manner.
8. A written report of activities and accomplishments of the committee for the year should be submitted to the Board of Directors, prior to the annual meeting. The committee chair should also be prepared to give oral reports to the Board upon request.