

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operating Procedures

Procedure:	Chairperson-Membership Committee
Number:	SOP-C8
Authority:	SCCA Constitution & By-laws - Article V
Effective Date:	February 28, 2003
Revises Previous Date:	November 7, 2001

It shall be the duty of the Membership Committee to promote participation in the Association.

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. Ensure that a list of all members is maintained on a current basis.
3. Develop and coordinate membership incentive programs for the Association.
4. Establish and maintain a membership booth at the Association's Annual Conference.
5. 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 business meeting. The committee chair should also be prepared to give oral reports to the Board upon request.