

SOUTH CAROLINA CORRECTIONAL ASSOCIATION  
Standard Operating Procedures

**Procedure:**                      **President-Elect**  
**Number:**                        SOP-O2  
**Authority:**                      SCCA Constitution & By-laws Article II; Section 3 C  
**Effective Date:**                February 28, 2003  
**Revises Previous Date:**      November 7, 2001

The President-Elect shall have such general administrative and other duties that may be assigned to him/her from time-to-time by the Board of Directors or President. In the event of a vacancy in the office of President, the President-Elect shall succeed to that office for the unexpired portion of that term.

Specific Duties:

1. Serves as Chief Executive Officer of the Association in the absence of the President.
2. Serves as chair of an ad hoc committee.
3. Work with the President to ensure smooth transition.
4. Perform other duties as may be directed by the Board of Directors/President.