

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operating Procedures

Procedure:	Chairperson-Program Committee
Number:	SOP-C11
Authority:	SCCA Constitution and By-Laws – Article V
Effective Date:	February 28, 2003
Revises Previous Date:	November 7, 2001

It shall be the duty of the Program Committee to plan a well-coordinated Associational program in harmony with the objectives of the Association and to accept bids from any interested city in choosing the site for the Association's Annual Conference. The Vice-President shall be Chairperson of this Committee. There shall be at least three (3) planning meetings a year to prepare for the Annual Conference.

The Program Committee is responsible for designing, planning, and presenting the training program at the Association's annual conference. The committee shall consist of a minimum of six (6) members representing the various disciplines of the criminal justice system. Included in this responsibility are duties to:

1. Select 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. Select a theme and develop recommendations on general session speakers for Officers' approval at their February meeting each year.
3. Select topics for a format to include general sessions and/or workshops, and design training program around the theme. Submit topics to Board for approval at their May meeting each year.
4. Prepare letter to Agency Heads asking for input on program topics and soliciting their support of the overall annual conference.
5. Request training funds from other associations (i.e., Southern States Correctional Association, American Correctional Association) and notify fundraising of additional expenses that need covering.
6. Prepare a budget for presentation and approval by the Officers no later than their June meeting each year.
7. Select and secure speakers and trainers. Execute written contracts or letters of agreement with each, defining costs of honorarium and/or expenses. Coordinate with Host Committee all commitments with speakers for complimentary sleeping rooms, covered meals, ground transportation needs, presentation needs, etc. The Officers should approve all agreements.

8. Work with the Host Committee to ensure proper allocation of meeting room space. Determine audio visual needs (If at all possible, secure these items from SCDC Training Academy)
9. Establish deadline for program information and send notification to all appropriate chairs.
10. Provide Publication Committee with information to prepare promotional material for The Reporter, at least three (3) months prior to conference.
11. Select moderators and evaluators as needed for all general sessions and workshops. Inform these individuals of date and time for their assigned general session/workshop and what their individual responsibilities are.
12. Prepare draft of program for approval by Officers at least three (3) months prior to the conference.
13. Develop necessary forms (see attached example) for evaluating all segments of the program and the overall conference.
14. 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.

Enclosed:

- Appendix A: Conference Evaluation Form
- Appendix B: General Session/Workshop Questionnaire
- Appendix C: Speaker Travel Information
- Appendix D: Speaker Responsibilities
- Appendix E: Moderator Responsibilities
- Appendix F: Evaluator Responsibilities
- Appendix G: General Session/Workshop Program Information
- Appendix H: Speaker Letter
- Appendix I: Moderator Letter
- Appendix J: Evaluator Letter

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
CONFERENCE EVALUATION FORM

Instructor _____

Session Title _____ Date _____

On a three-point scale, please answer all questions in terms of your impressions regarding this session/workshop:

	POOR	SATISFACTORY	EXCELLENT
1. Adequate and accuracy of program description	1	2	3
2. Session/Workshop content and presenter's knowledge of subject or topic	1	2	3
3. Presentation format of the session/workshop	1	2	3
4. Relevance of content to your needs	1	2	3
5. Speaker Effectiveness	1	2	3
6. Usefulness of information acquired	1	2	3
7. Opportunity for interaction, questions, responses	1	2	3
8. Overall opinion of the session	1	2	3

Comments/Suggestions about the session: _____

Comments/suggestions about the presenter: _____

Please return this form to the Program Evaluator as you leave the session.

Thank you for your comments.

GENERAL SESSION/WORKSHOP QUESTIONNAIRE

Speaker(s):

Name: _____ Phone: _____ Fax: _____

Title: _____ Agency: _____

Address: _____

Name: _____ Phone: _____ Fax: _____

Title: _____ Agency: _____

Address: _____

Name: _____ Phone: _____ Fax: _____

Title: _____ Agency: _____

Address: _____

Session/Workshop Title: _____

Date of Session/Workshop: _____ Time of Session/Workshop: _____

Session/Workshop Description: _____

Audio-Visual Needs: (please check items required)

_____ VCR

_____ TV Monitor

_____ Slide Projector

_____ Screen

_____ Flipchart

_____ Flipchart Pad

_____ Tape

_____ Overhead Projector

Other (describe): _____

(PLEASE ATTACH A BIOGRAPHICAL SKETCH AND PICTURE OF EACH SPEAKER)

SPEAKER TRAVEL INFORMATION

Speaker/Panelist: _____

Travel by: _____ Plane _____ Private Auto

Travel by Plane

Arrival Information:

Airline: _____ Flight #: _____

Date of Arrival: _____ Time of Arrival: _____

Need transportation from airport to Hotel? _____ Yes _____ No

Departure Information:

Airline: _____ Flight #: _____

Date of Arrival: _____ Time of Arrival: _____

Need transportation to airport from Hotel? _____ Yes _____ No

Travel by Private Auto

Date of Arrival: _____

Date of Departure: _____

Will you need a hotel room? _____ Yes _____ No

SPEAKER RESPONSIBILITIES

1. Prepare an outline and handout materials for the session.
2. Make the presentation as colorful and interesting as possible. Use graphics, handouts, or audio-visuals wherever possible. Attention should be given to format and method of presentation to ensure creativity, innovation and participant involvement.
3. Keep the presentation within the allotted time.
4. Be prepared to respond to questions and/or facilitate group discussions.

MODERATOR RESPONSIBILITIES

1. Call the session to order on time.
2. Announce no smoking.
3. Explain the purpose or intent of the session. Introduce the evaluator and explain where to hand in forms, etc.
4. Briefly introduce program participants and the objectives of the session.
5. Moderate discussion and question-and-answer period. Exercise responsibility to control time allotment for speakers and discussion. Each session should include time for questions and answers.
6. Present a gift to the speaker. (To be provided.)
7. Close the session on time.

EVALUATOR RESPONSIBILITIES

1. Hand out and collect a random sample of participant evaluation forms and complete your own evaluation form. Take attendance at peak time.
2. Assist moderator as necessary.
3. Return forms to designated place/person following the session.
4. Distribute and collect workshop attendance sheets.

(Evaluation forms and attendance rosters will be provided to the evaluators in advance.)

GENERAL SESSION/WORKSHOP PROGRAM INFORMATION

Session/Workshop Title: _____

Date of Session/Workshop: _____ Time of Session/Workshop: _____

Session/Workshop Description: _____

Session Coordinator:

Name: _____ Phone: _____ Fax: _____

Title: _____ Agency: _____

Address: _____

Speaker(s):

Name: _____ Phone: _____ Fax: _____

Title: _____ Agency: _____

Address: _____

Name: _____ Phone: _____ Fax: _____

Title: _____ Agency: _____

Address: _____

Moderator:

Name: _____ Phone: _____ Fax: _____

Title: _____ Agency: _____

Address: _____

Evaluator:

Name: _____ Phone: _____ Fax: _____

Title: _____ Agency: _____

Address: _____

Audio-Visual Needs: (please check items required)

_____ VCR

_____ Flipchart

_____ TV Monitor

_____ Flipchart Pad

_____ Slide Projector

_____ Tape

_____ Screen

_____ Overhead Projector

Other (describe): _____

(PLEASE ATTACH A BIOGRAPHICAL SKETCH OF EACH SPEAKER)



SOUTH CAROLINA CORRECTIONAL ASSOCIATION

Post Office Box 210603

Columbia, South Carolina 29221

Re: SCCA Fall Conference

Dear _____:

Thank you for agreeing to present the _____ workshop during the Annual SCCA Conference. The conference is to be held at the Myrtle Beach Wyndham on November 12-15, 2000. Your workshop is scheduled for November _____, 2000, _____ to _____ in the _____ room. As a speaker/presenter, you will be expected to:

- Prepare an outline and hand out materials for the session.
- Make the presentation as colorful and interesting as possible. Use graphics, handouts, or audio-visuals wherever possible. Attention should be given to format and method of presentation to ensure creativity, innovation and participant involvement.
- Keep the presentation within the allotted time.
- Be prepared to respond to questions and/or facilitate group discussions.

I will also need a bibliography of you for speaker introduction as soon as possible. Enclosed is a copy of the General Session/Workshop Program Information which provides the name and phone numbers of the moderator and evaluator for your workshop. If you have any questions, please contact me at 896-8526.

Sincerely,

OFFICERS: Donna B. Hodges
President
Corrections

Elaine Robinson
President-Elect
Corrections

Daniel Szczechowski
Vice President
Corrections

Vickie Wise
Secretary
Corrections

Martha Kramer
Treasurer
Corrections



SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Post Office Box 210603
Columbia, South Carolina 29221

Dear _____:

Thank you for agreeing to serve as a moderator for the upcoming Annual SCCA Conference to be held at the Myrtle Beach Wyndham on November 12-15, 2000. You have been assigned to moderate the workshop titled: _____. This will be presented by _____ of the _____ and will be held at _____ on _____, November _____ in the _____ Room.

As a moderator, your responsibilities include the following:

- Call the session to order on time.
- Announce no smoking.
- Explain the purpose or intent of the session.
- Introduce the evaluator and explain where to hand in forms, etc.
- Briefly introduce the program participants and the objectives of the session.
- Moderate discussion and a question-and-answer period. Exercise responsibility to control time allotment for speakers and discussion. Each session should include time for questions and answers.
- Present a gift to the speaker(s). (Gift will be provided.)
- Close the session on time.

There will be a joint meeting for all conference coordinators, moderators, and evaluators at _____ on Sunday, November 12th in the _____ conference room. At this time we will review your duties and answer any questions. In the meantime, you may contact me at 896-8526 if you need additional information. Thanks again for your willingness to serve as a moderator.

Sincerely,

OFFICERS: Donna B. Hodges	Elaine Robinson	Daniel Szczechowski	Vickie Wise	Martha Kramer
President	President-Elect	Vice President	Secretary	Treasurer
Corrections	Corrections	Corrections	Corrections	Corrections



SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Post Office Box 210603
Columbia, South Carolina 29221

Dear _____:

Thank you for agreeing to serve as an evaluator for the upcoming Annual SCCA Conference to be held at the Myrtle Beach Wyndham on November 12-15, 2000. You have been assigned to moderate the workshop titled: _____. This will be presented by _____ of the _____ and will be held at _____ on _____, November _____ in the _____ Room.

As an evaluator, your responsibilities include the following:

- Hand out and collect a random sample of participant evaluation forms and complete your own evaluator form. Take attendance at peak time.
- Assist the moderator as necessary.
- Return forms to the designated place/person following the session.
- Distribute and collect workshop attendance sheets.

There will be a joint meeting for all conference coordinators, moderators, and evaluators at _____ on Sunday, November 12th in the _____ conference room. At this time we will review your duties and answer any questions. In the meantime, you may contact me at 896-8526 if you need additional information. Thanks again for your willingness to serve as a evaluator.

Sincerely,

OFFICERS: Donna B. Hodges	Elaine Robinson	Daniel Szczechowski	Vickie Wise	Martha Kramer
President	President-Elect	Vice President	Secretary	Treasurer
Corrections	Corrections	Corrections	Corrections	Corrections