

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operating Procedures

Procedure:	Secretary
Number:	SOP-O4
Authority:	SCCA Constitution & By-laws Article II: Section 3, Article IV: Sections 1 & 4
Effective Date:	February 28, 2003
Revises Previous Date:	November 7, 2001

The Secretary shall keep an accurate and permanent written proceeding of the meetings of the Association, its officers, and of the Board of Directors, shall be responsible for answering all correspondence as directed by the President and Board of Directors, shall maintain a current mailing list of all Board of Directors members and Standing Committee members, and shall preserve in a permanent file all records and letters of value to the Association and its officers.

Specific duties:

1. Serve as the secretary and keep accurate minutes of all monthly officers and quarterly Board meetings.
2. Prepare and mail minutes to Board of Directors members.
3. Attend all quarterly Board of Directors meetings to include all conferences when possible.
4. Assist the President in preparing an agenda.
5. Perform other duties as assigned by the Officers.
6. Serve a term of two (2) years following his/her installation until a successor is elected or installed.
7. Collect monies from various individuals for events and issue receipts for these monies. Remit all monies collected (cash, checks, and money orders) to the Treasurer in a timely manner.
8. Send Board of Directors meeting notices a month before the actual meeting.
9. Send notice to all committee chairs of written report due at annual Board meeting, at least six weeks prior to the annual conference.