SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operation Procedures

Procedure: **Chairperson – Women's Task Force**

Number: SOP–C14

Authority: SCCA Constitution and By-laws – Article V

Effective Date: February 28, 2003

Revises Previous Date: None

It shall be the duty of the Women's Task Force to promote and encourage the acceptance, credibility, and opportunities for women employed in criminal justice.

Specific Duties:

1. Select task force members – preferably a variety of representation (i.e., Probation, Pardon and Parole, Juvenile Justice, Alston Wilkes Society, Consolidated Naval Brig, Retirees, SCDC, etc.)

2. Conduct Regional Workshops on a quarterly basis. Quarterly workshops are conducted during the first year of appointment. The first Quarterly workshop is held in the month of March in celebration of Women's history month.

3. Conduct a Biennial Conference in the second year of appointment. The Biennial Conference is held in the month of March in celebration of Women's history month.

4. Present Activity Proposals to the Board.

5. Solicit speakers for Regional Workshops and Biennial Conference.

6. Secure site for each Regional/ Biennial Conference

7. Participate in or conduct events that will promote / enhance professional development of those individuals in the Criminal Justice field.

8. A written report of activities and accomplishments of the task force for the year should be submitted to the Board of Directors, prior to the annual business meeting. The task force chair should also be prepared to give oral reports to the Board upon request.