

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: POLICY & EXECUTIVE PROCEDURE/BOARD SERVICES	Reference Number: IA01-0001	Revises Previous Effective Date: 4/01/97
Subject: RESPONSIBILITIES TO THE BOARD OF CORRECTIONS		
Authority: WETHERINGTON	Effective Date: 9/01/01	Page 0 of 2

I. POLICY:

To act as liaison between the Commissioner of Corrections and the Board of Corrections through coordination, attending, and scheduling all official Board meetings, committee meetings, and any required special meetings and providing support services to the Board members.

II. APPLICABILITY:

All Facilities, Centers, Units, and Offices operating under GDC management.

III. RELATED DIRECTIVES:

NONE

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

NONE

VI. PROCEDURE:

A. The Executive Liaison follows the decision of the Board members in scheduling the date, time and location of regularly scheduled Board meetings, committee meetings, and any special meetings. This involves setting the agenda, identifying issues that need to be brought to the attention of the members, providing any supporting documentation for agenda items and arranging for staff to

Functional Area: POLICY & EXECUTIVE PROCEDURE/BOARD SERVICES	Prev. Eff. Date: 4/01/97	Page 2 of 2
	Effective Date: 9/01/01	Reference Number: IA01-0001

be available to make special presentations and/or answer questions.

- B. The Executive Liaison assists individual Board members on a daily basis by providing them with information responsive to their specific inquiries or needs and informs Board member of emergency situations occurring within the system.
- C. The Executive Liaison maintains and develops in concert with the Board and the Commissioner a set of guidelines by which the Board and its committees can function efficiently, develops and maintains an orientation program for newly appointed Board members which will facilitate their understanding of the functions, responsibilities, and interrelations of the agencies' various administrative and operational components.
- D. The Executive Liaison insures Board minutes are accurate and recorded, Board members are reimbursed for Board activities as required by law, and coordinates the appointment or reappointment of Board members with the Governor's staff.