

## PROCEDURES OFFICER

### OFFICE RESPONSIBILITIES

- Counsel the president in parliamentary and NCCCLA procedures and make rulings when procedural problems arise.
- Maintain a working knowledge of the latest version of the *NCCCLA Handbook*, including the Constitution and Bylaws of the Association.
- Update the *Handbook* as needed, incorporating any changes necessitated by decisions of the Executive Board and/or membership votes. Perform routine annual updates to relevant *Handbook* sections.
- Work with the President to organize any committees or task forces needed to undertake major *Handbook* revisions, revisions to the Bylaws, and/or revisions to the Constitution (keeping in mind that amendments to the Bylaws and Constitution require membership vote).
- Participate as a voting member on the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

### PROCEDURES FOR UPDATING *NCCCLA HANDBOOK*

- Maintain a working folder of all *Handbook* section files in Word format to use for updating.
  - When an update is made, change the “updated” footer date and save the file as a PDF.
  - Send PDF version to the Webmaster for posting in the “Handbook” section of the Association website.
- Immediately after the annual Association conference, gather relevant information to update the following *Handbook* sections:
  - Items Passed by the Executive Board
    - Obtain from the outgoing Secretary
    - Should include only major decisions or votes, not routine approvals (such as for minutes) or information recorded elsewhere (such as awards recipients)
  - Appendix A: Membership and Membership Chairpersons
    - Obtain from the Membership Chairperson and/or Treasurer the final number of paid members for the previous Association year (does not include new members who join at the annual conference; these are counted in the next year’s total)
  - Appendix B: Presidents of NCCCLA
  - Appendix C: NCCCLA Awards Recipients
    - Obtain from the Awards Committee Chair information on the year’s recipients, including recipients of the Professional Development Grant typically awarded several months prior to the annual conference

- Appendix D: Conference Themes
  - Refer to the official conference program for accurate wording
- Before leaving office, update the “Introduction” section list of those responsible for maintaining *Handbook* updates through the years.

#### LENGTH OF TERM

Once appointed by the President, the Procedures Officer will remain in office until a successor is appointed.