

## PROCEDURES OFFICER

### RESPONSIBILITIES

- Participate as a voting member on the Executive Board; no report is normally necessary.
- Maintain the LRA Archives which are composed of Executive Board minutes, Newsletters, Conference Programs, the annual membership list, and memorabilia.
- Update, maintain, and distribute the NCCCLRA Organizational Handbook.
- Counsel the president in parliamentary and NCCCLRA procedures and make rulings when procedural problems arise.
  - Association meetings will be conducted according to Robert's Rules of Order, latest edition.
- Have a working knowledge of the latest version of the Organizational Handbook including the Association Constitution and By-laws as necessary.
- Revise and maintain the Constitution and By-laws as necessary.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

### PROCEDURES

- Obtain for the NCCCLRA Archives:
  - Two copies of each LRA Newsletter
  - Originals of the Executive Board meeting minutes (Secretary retains these for current and previous Association year)
  - One copy of the final annual membership list
  - Two copies of each Conference program
  - Significant documentation from the previous Association year
  - One or more copy(ies) of publications generated by NCCCLRA or any of its sub-parts
- Incorporate actions and decisions of the Association/Executive Board into the Organizational Handbook.
- Elicit any revisions in job responsibilities/procedures and update the Organizational Handbook as needed.
- Appoint a Constitutional Revision Committee as needed.
- Distribute the Organizational Handbook by or at the first meeting of the new Executive Board in the following manner:
  - One complete copy each to the President and Vice President
  - Job descriptions, including forms, as appropriate to other Executive Board members
  - Copies may be distributed by electronics mail where such channels exist