

## INTRODUCTION

The *NCCCLA Handbook* is a guide to the organizational structure and operations of the North Carolina Community College Library Association. It provides background on the creation and development of the Association and details procedures of the offices and committees that carry out the directives of the Association's Constitution.

This handbook is in continuous revision from year to year, the responsibility for which was at first carried out by committee and later by individual officer. Those who have taken on this duty are as follows:

### 1985-1987

Geneva B. Chavis (Chair) – Nash TC

Mildred Matthis – Lenoir CC

Ed Shearin – Carteret TC

### 1987-1989

Sharon P. Smith (Chair) – McDowell TCC

### 1989-1992

Roxanne W. Davenport (Chair) – NC Dept. of Community Colleges

### 1992

Handbook Committee converted to standing appointed office of Archivist

### 1993-1994

Roxanne W. Davenport, Archivist – NC Dept. of Community Colleges

### 1994

Archivist position converted to Procedures Officer, incorporating the former office of Parliamentarian

### 1994-1999

Lynette Finch, Procedures Officer – Nash CC

### 1999-2003

Daniel Swartout, Procedures Officer – Edgecombe CC

### 2003-2004

Sheila Street, Procedures Officer – Alamance CC

### 2004-2008

Gena Craig, Procedures Officer – Central Piedmont CC

### 2008-2015

Stephanie Bowers, Procedures Officer – Pitt CC

2015-2019

Libby Stone, Procedures Officer – Gaston College

2020-2021

Leslie Queen, Procedures Officer – Cleveland Community College

2022-2025

Michelle Milliken, Procedures Officer – Sampson Community College

2025-

Victoria Linder, Procedures Officer – Cleveland Community College