

The Standard Operating Policy Guidebook for the NAD Honors Committee

Created by the North American Division Honors Taskforce 3-2012

The following is a procedural document created by the North American Division of Seventh-day Adventists (NAD) Honors Taskforce in an attempt to codify the guidelines under which to operate. Therefore, it is by necessity a document that is open to revision on a semi-regular basis as it attempts to reflect the processes needed in order for the work of this committee to remain consistent with the stated *Philosophy, Scope and Purpose of AY Honors*.

The Taskforce Process:

I. The roles and responsibilities of NAD Honors Taskforce members (job description) in general as well as within the proposed honor's process both before the annual meeting, during the meeting event, and in follow-up.

I. *In general, the job of the NADHT is to:*

- A. Evaluate and recommend proposed honors to the NAD Pathfinder Committee based on the *PSP* document
 - B. Develop a training document that assists leadership in instructing counselors and staff how to teach AY Honors in a meaningful, intentional, and purpose-centered way.
 - C. Communicate with authors and conference leadership the outcomes for all honors proposed.
 - D. Develop and recommend a working document by which honors are evaluated in the NAD
- B. Prior to the annual meeting, the responsibilities of the NADHT include:
- A. Checking and responding to committee emails throughout the year.
 - B. Downloading, reading, evaluating, and having available at the meeting "copies" (digital OR printed) of all proposed materials, agendas, and minutes that they have been given.
 - C. Spending significant time in prayer in the week preceding the meeting, requesting that God will guide their decision making process.
 - D. Making plans to attend annual meetings knowing that you represent your conference & union constituencies in this meeting.
- C. At the annual meeting, the responsibilities of the NADHT include:
- A. Attending all committee meetings
 - B. Contributing to the discussion in a meaningful way, while respecting the opinions and views of all others in the meeting
 - C. Evaluating proposed honors based on the criterion in the *Philosophy and Scope* document
 - D. Evaluating proposed honor revisions based on the criterion in the *PSP* document.
 - E. Remembering the young people for whom they are evaluating these honor experiences.
 - F. Selecting a section or group of GC/NAD AY Honors for review and revision while making modifications & recommendations as appropriate. The NADHC will use methods such as email, newsletter, and social media to glean assistance in updating the requirements in a relevant and correct way.

- D. After the annual meeting, the responsibilities of the NADHT include:
 - A. Recording Secretary – getting all approved honor documentation to Advent *Source*, NAD Youth Ministries, and GC Pathfinder Department.
 - B. Recording Secretary – communicate with author and conference leadership the decisions/outcomes for all proposed honors submitted
 - C. Recording Secretary – work with Advent *Source*, the NAD Pathfinder website, and Wiki sources to confirm that all outlets have updated requirements, answers, and images in a timely fashion consistent with stated timeline.
 - D. Completing all accepted/assigned tasks, including finding personnel necessary to evaluate existing GC/NAD AY Honors as selected by NADHT.
 - E. Checking and responding to all email regarding NADHC business, follow-through or evaluation. *NOTE: Item vote considered complete for email items if 2/3 of respondents within a reasonable period vote to approve/deny a proposal. Quorum is equal to respondents within that same period of time.*

- II. The NADHT's role in the honor's approval process
 - A. The committee is responsible for recommending to the NAD Pathfinder Committee the proposed honors that they feel serve the needs of the NAD. The summary document is created from the working minutes of this committee and is provided by the Chair and Recording Secretary to the NAD Pathfinder Committee for its annual meeting, typically a few days after the NADHC meeting.

- III. The NAD Pathfinder Committee's (NADPC) role in the honor's approval process
 - A. The NAD Pathfinder Committee's role is to vote on the minutes (and subsequent recommendations) of the NADHC. Also, the NADPC is to recommend any recommended revisions to GC honors to the GC Youth Ministries Pathfinder Department

- IV. AdventSource's role in the honor's approval process
 - I. Taking the emailed requirements document and turning it into appropriate digital files for inclusion online and in the AY Honor Manual
 - II. Taking the emailed image/sketch/idea and producing a stitch out pattern. If the stitch out is the same as the image voted by the NADHC, they can make honor patches available post-haste. If the stitch out is necessarily different than voted design, AdventSource is responsible for emailing NADHT members with suggested re-design and continue creating patches only after committee approval.
 - III. Communicating with NADHC and the NAD Youth Department when the approved honor requirements and patches are available at AdventSource for purchase.

- V. The timeline for requirement publication, patch availability, and wiki-answer publication
 - A. Requirements should be available at the same time that patches are available IF both are available in August of the year voted. However, if the patch design is held up for significant changes, requirements are still made available by August of the year voted. Wiki-version of the requirements will be available shortly after PDF/digital requirements with answer key following as volunteers supply those services to the Wiki resource in coordination with NADHT.
 - B. Thus, committee timelines require that follow-up assignments must be completed by June 15 of the year voted.
 - C. Letters of response to authors/conference leadership should be emailed by June 15 of the year voted.
 - D. Because of the detailed nature of the submission process outlined in this document, NADHT sees no reason for the

timeline to require additional time to “upgrade” or “rewrite” or “redraw” portions of the approved honor, since all proposals will come complete or be returned to the author for completion and resubmission prior to the NADHC annual meeting.

VII. The role of the NADHT / NADPC in proposing revisions to GC Honors.

A. The South Pacific Division (SPD) and North American Division (NAD) are historically the most active Pathfinder committees when it comes to honor creation. Thus, it is also our responsibility to systematically recommend revisions to existing AY Honors, though the NADHC’s scope of influence is by necessity limited in this regard since the General Conference Youth Committee must approve all edits made to GC honors.

B. The NADHT commits to reviewing a minimum of 8 GC honors per calendar year and making suggestions for updating extant requirements if deemed necessary.

C. The NADHT may feel it in their best interest to either 1) make recommendations to the GC or 2) Create an NAD version of a GC honor requirements.

D. THE GC Associate Youth Director (Pathfinders) is a de facto member of this committee and serves as advisory and communication link with the GC.

E. The NADPC recommends revisions to GC Honors based on the work and recommendation of the NADHT.