

NORTH AMERICAN DIVISION COMMITTEE

February 26, 2003

PRESENT

Don C Schneider (Ch), Roscoe J Howard (Sec), Rosa T Banks, James L Black, Debra Brill, Douglas Clayville, Maitland DiPinto, C Garland Dulan, Clarence E Hodges, Del L Johnson, J Alfred Johnson, Noelene Johnsson, Gerald N Kovalski, Sung Kwon, Kenneth W Osborn, Juan R Prestol.

PRAYER Don C Schneider

MINUTES of the meetings held on January 23, 2003 and on February 6, 2003 were approved.

TREn/NADCOM to JRP

ASSOCIATE TREASURER—NEW JOB DESCRIPTION

VOTED, To approve the new job description for Associate Treasurer of the North American Division which is to be funded from Administration Account Number 63520 and reads as follows:

Job Title: NAD Associate Treasurer	Department: NAD Treasury
Name: C Michael Park	Budget Number: A160-3
Category: Elected	Grade Wage/Range: 140-160%/ 93-110%
Credentials: Credentialed Commissioned Minister	Supervisor: Juan R Prestol
Date Written: February 2003	Supervisor's Title: Treasurer

POSITION SUMMARY: Serve as Associate Treasurer for the North American Division, with the specific assignment of leading in the implementation of Sun 3N in all its phases.

AUTHORITY, ACCOUNTABILITY: Authority is delegated by the North American Division Committee. Accountability, as an officer of the Division, is to the North American Division Committee. Responds directly to the supervision of the NAD Treasurer.

ESSENTIAL JOB FUNCTIONS:

- Providing leadership to the conversion to the Global Account Structure of all entities.
- Coordinating and/or conducting seminars and workshops on Sun 3N for accounting and ITS personnel.
- Interface with the different layers of support for Sun 3N in order to assure the North American Division treasury office the viability of the system and its applicability to the local sites.
- Maintain contact with Sun 3N users to insure an adequate level of satisfaction and service.
- Advise and assist the NAD Treasurer in matters pertaining to the Sun 3N. As an NAD Officer, interact with other officers and activities of the division.
- Maintain a high level of communication with the ITS personnel of NAD.
- Serve as a liaison with the GC SunSystem implementation team, and represent the North American Division in their workgroups and committees.
- Advise in the implementation of Sun 3N in the NAD office.
- Serve on various committees as assigned.
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EDUCATION/EXPERIENCE/CREDENTIALS: Four-year college degree in accounting, business or equivalent required. Extensive experience in administration and accounting at higher levels of church organization required. Must have an extensive knowledge of Sun Accounting software. At least 5 years of relevant successful experience are required for successful performance of essential job functions.

KNOWLEDGE AND SKILL:

Working knowledge of business and finance with well-developed skills in accounting/bookkeeping.

Knowledge of organization procedures and ability to deal with church leadership.

Knowledge of principles, policies, and beliefs of the North American Division and the Seventh-day Adventist Church.

Knowledge of church structure and organization, including committee procedures.

Leadership motivation.

Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances.

Advanced command of language skills including proficiency in verbal and written communication.

Ability to perform administrative functions: develop long and short term plans and programs to effectively evaluate work accomplishments; establish and maintain effective relationships with internal/external personnel.

Possess advanced ability to effectively present facts and recommendations in oral and written form.

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February 6, 2003 - NADCOM

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, financial leaders, outside organizations and lay personnel as well as NAD personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc., required. Must be able to travel in all parts of the division under varying conditions.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work areas are normally well-lighted and ventilated.

Effective Date: _____
Employee's Approval: _____
Supervisor's Approval: _____
HRS Approval: _____

PREn/NADCOM to DCS

BLACKMER, LARRY—ELECTION

VOTED, To elect Larry Blackmer as Associate Director of Education.

ARPBd/NADCOA/NADCOM to JRP

**ADVENTIST RETIREMENT PLAN BOARD—
MEMBERSHIP ADJUSTMENT**

VOTED, To adjust the membership of the Adventist Retirement Plan Board as follows:

Delete: Osborn, Richard
 Schneider, Don C

Add: Green, James A

TREn/NADCOM to JRP

COST OF LIVING ASSISTANCE—POLICY IMPLEMENTATION

VOTED, To implement policy NAD X 10 25 at 85% of the cost of living allowed in the Greater Washington Area as of July 1, 2003 for NAD exempt employees.

Adjournment

Don C Schneider, Chair
Rosa T Banks, Associate Secretary
Esther Jones, Recording Secretary