



Council

Title: **Developing and maintaining procedures for the New Frontiers Operations Manual**

Purpose: To describe a process for developing and maintaining a New Frontiers Operating Manual.

Scope: New Frontiers Council, all NFLL Committees, and NFLL membership. All documents relating to NFLL operations.

Instructions:

Procedure Development for the New Frontiers Operations Manual:

1. The NFLL Manual shall be maintained to assure that all activities are performed correctly, that training is documented and consistent over time, and that members can easily transition into new responsibilities.
2. Each one of the five NF standing committees shall develop their own written procedures. The Council shall develop written procedures for activities involving multiple committees or the general membership.
3. How each committee completes this task is up to that committee. At a minimum, each committee should include a listing of its responsibilities. (Note: The starting point for the Council and standing committees procedures will be the summaries found in the “**Organizational Structure**” section of the NFLL website.)
4. To the maximum extent possible, the procedures should be created according to the NFLL Procedure Writing document.
5. Council procedures, committee summaries of responsibility, and procedures involving two or more committees will be approved by the Council. Procedures involving only one committee may be approved by that committee. Any disagreements may be resolved by Council.
6. Any procedure involving or affecting MCC personnel must be approved by the MCC department affected.
7. Any disagreements or disputes between committees shall be resolved by Council.
8. Upon approval, procedures will be placed in the “**NFLL Operating Documents**” section of “**Member’s Toolbox**” on the website.

Ongoing Procedure Maintenance:

1. All procedures must be kept up-to-date. The Council and each committee shall be responsible for maintaining and updating their procedures whenever needed.
2. Each committee will be asked to review its procedures and report to the Council annually in accordance with NF Operating Procedures Article VII, Section 7.
3. Procedures of each committee and those of the Council shall be reviewed annually by the Council on a rotating schedule.
 - a. The Vice President shall be responsible for coordinating the review.
 - b. During the Council meeting on the scheduled month, the Chair of the designated committee shall give a brief overview of its procedures highlighting anything the Council might find of interest.
 - c. Council members will review the procedures of this committee that are submitted to the committee or found on the website. Members at Large may get input from the membership.
 - d. During the next month's meeting, the Council will approve the procedures or suggest additions or revisions.
 - e. The cycle will continue until all procedures have been reviewed with another committee or the Council presenting an overview the following month and being approved the next month.

Revision description: Added logos; 7/22/14

Created by: Procedures / Training Project Committee, March 21, 2014

Approved: NFLL Council, April 14, 2014