

Retreat Subcommittee Guidelines

Positions & Responsibilities

Chair - 1 year clean time

- Chair sub-committee business meetings year-round on the 4th Sunday of each month
- Schedule locations, dates, and fundraising under the direction of the committee
- Be the liaison between Narcotics Anonymous and the host facility
- Check in with other trusted servants to see if support is needed in any position
- Prepare agenda for retreat
- Must attend the retreat
- Chair the Saturday "Out of Town" main speaker meeting
- Provide a follow up report after the retreat for Area and for future planning
- Must provide input on decisions made via social media in a timely manner

Co-chair- 1 year clean time

- Performs all the duties of the chair in their absence
- Work closely with the chair to learn the responsibilities of the position
- Be willing to accept the chair position the following year
- Chair the Friday "Opening Night" meeting
- Must provide input on decisions made via social media in a timely manner

Treasurer- 2 year clean time

- Works closely with the Area Treasurer- with a starting budget of \$1500.00
- Collect money from fund-raising and merchandise sales
- Disburses money as needed
- Keeps accurate records of all incoming and disbursement of funds
- Prepares a monthly report for the monthly subcommittee meetings
- Chair a workshop on Saturday
- Prepares a final report after the retreat is over for future planning
- Must provide input on decisions made via social media in a timely manner

Secretary- 6 month clean time

- Keeps accurate minutes of each retreat meeting
- Keeps a contact list with phone # and emails of the committee members
- Distributes minutes to the committee members in person or by email
- Prepares a final report after the retreat is over
- Chair the Sunday "Spiritual" meeting
- Puts together all records to pass on to the next year's chair for future planning
- Must provide input on decisions made via social media in a timely manner

Merchandising- 2 year clean time

- Oversees the fundraising of the committee
- Pricing, obtaining & making all merchandise available at the Retreat:
-including t-shirts, name tags, etc.
- Keeps accurate records of all cash and a merchandise inventory
- Responsible for getting the fundraising money to the treasurer
- Prepares a final report after the retreat is over for future planning
- Must provide input on decisions made via social media in a timely manner

Retreat Subcommittee Guidelines

Positions & Responsibilities

Programming- 1 year clean time

- Obtain 1 “Opening Night” Friday speaker
- Obtain 1 out-of-town Saturday night “Main Guest Speaker” (find out lodging needs)
 - 5 year clean time requirement
- Obtain 4 workshop speakers (2 for each workshop)
 - 3 year clean time requirement
- Obtain 1 "Spiritual Speaker” for Sunday morning
 - 5 year clean time requirement
- Schedule a person for sound and technical
- Introduce speakers on Friday and Saturday (if needed)
- Must provide input on decisions made via social media in a timely manner

Hospitality- 1 year clean time

- Signs-make 3 good, big signs to direct people to the main site
- Bring all the stuff from the storage unit for the retreat
- Schedule rental of and coordinate delivery and removal of porta-johns
- Campfire wood-1/2 cord of good burning dry wood
- Schedule volunteers to set up/tear down/clean up:
 - organize site, get additional tables, set up tent, empty trash, etc.
- Schedule volunteers for shifts at registration table
- Coffee person- find an early riser who will get coffee ready and keep available
- Food- to price, obtain, and cook the food at the Saturday picnic
- Chair a workshop on Saturday
- Must provide input on decisions made via social media in a timely manner

Reservation Coordinator- 2 year clean time

- Keeps track of all reservations for facility
- In charge of all online reservations and the collection of payment for sites/rooms
- Create and maintain a reservation google form
- Keep track of all accommodations to ensure they follow all of the facilities rules for space:
 - Correct number of adults/children to match facility requests, dog-approved rooms, air-conditioned available rooms, etc.
- Works closely with the subcommittee Treasurer to keep track of all incoming reservation funds via any form of payment: Venmo account/cash/check
- Be available at facility on Friday by noon to distribute room keys/site assignments
- Be secondary liaison between Narcotics Anonymous and the host facility
- Must provide input on decisions made via social media in a timely manner

Use of “Social Media in Decision Making” Procedures:

All efforts will be made to make decisions at the in-person monthly Retreat Subcommittee meeting. However in the event that a time-sensitive decision needs to be made, the following social media guidelines will be followed:

- Any large Retreat Subcommittee decisions need all trusted servants input on social media to make a final decision.
- All trusted servant positions must provide input in a timely manner:
 - After 24 hours if a position holder has not responded, the trusted servant who requested the input will contact the position holder directly for their opinion. After 48 hours from the original request, if no input is given a non-answer will be considered an abstention.