

Retreat Sub-Committee 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

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

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

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

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

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)

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

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