



PALM COAST AREA
SPIRITUAL RETREAT
COMMITTEE GUIDELINES



Spiritual Retreat Subcommittees:

- 1
- 2 1. Chair
- 3 2. Vice chair
- 4 3. Treasurer
- 5 4. Registration
- 6 5. Programming
- 7 6. Merchandising
- 8 7. Camp Liaison
- 9 8. Fundraising

General Requirements

- 11 1. All positions except chair will be elected at an open meeting to be announced by the newly elected chairperson
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- 13 2. Any subcommittee chair or committee member who is absent for two consecutive meetings without prior notification to the chairperson will have their position open for re-election at the third meeting and will be removed from all committee communications.
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- 16 3. Must have a willingness to serve for one year, except the vice chair who must have the willingness to serve for two years.
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- 18 4. Resides in the PCA

SPIRITUAL RETREAT CHAIRPERSON QUALIFICATIONS

- 20 1. Minimum four years clean time.
- 21 2. One-year prior retreat experience or prior experience as a retreat chairperson.
- 22 3. Resides in the PCA

SPIRITUAL RETREAT VICE CHAIR QUALIFICATIONS

- 24 1. Minimum three years clean time.
- 25 2. Two-year commitment.
- 26 3. Fulfill responsibilities of subcommittee chairs in their absence until replacements are found.
- 27 4. Resides in the PCA

SPIRITUAL RETREAT SECRETARY QUALIFICATIONS

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- 29 1. Minimum one-year clean time.
- 30 2. Secretarial skills (i.e. take notes, type minutes, etc.)

SPIRITUAL RETREAT TREASURER QUALIFICATIONS

- 32 1. Minimum four years clean time
- 33 2. Accounting skills.
- 34 3. Prior experience helpful.
- 35 4. Resides in the PCA

SPIRITUAL RETREAT CAMP LIAISON QUALIFICATIONS

- 36
- 37 1. Minimum one-year clean time.
- 38 2. One-year prior experience at retreat helpful.
- 39 3. Business skills, professional manners, negotiating skills.

1 ***SPIRITUAL RETREAT REGISTRATION CHAIR QUALIFICATIONS***

- 2 1. Minimum four years clean time.
3 2. Prior retreat or convention experience helpful.

4 ***SPIRITUAL RETREAT PROGRAMMING CHAIR QUALIFICATIONS***

- 5 1. Minimum one-year clean time.
6 2. Prior retreat or convention experience helpful.

7 ***SPIRITUAL RETREAT MERCHANDISING CHAIR QUALIFICATIONS***

- 8 1. Minimum four years clean time.
9 2. Prior retreat or convention experience helpful.

10 ***SPIRITUAL RETREAT FUNDRAISING CHAIR QUALIFICATIONS***

- 11 1. Minimum four years clean time.
12 2. Prior retreat or convention experience helpful.

13 **Duties of Spiritual Retreat Subcommittee Chairs**

14 ***SPIRITUAL RETREAT CHAIRPERSON DUTIES***

- 15 1. Presides over all spiritual retreat committee meetings.
16 2. Attends all PCASC meetings, acting as primary liaison between committee and the ASC.
17 3. Prepares an agenda.
18 4. Insures committee members are informed of any sudden changes in meeting time or place.
19 5. Is cosigner on bank account.
20 6. Only votes in case of a tie, if comes to a vote.
21 7. First committee meeting to elect subcommittee chairs, chair can vote.
22 8. Gives updated report to ASC, including treasurer's report, bank statement with reconciliation, and
23 inventory.
24 9. Acts as final authority on clarification of all guidelines.
25 10. Keeps activities in accordance with the Twelve Traditions and Twelve Concepts.
26 11. Allows subcommittees to do their job while supplying guidance and support.
27 12. Allows discussion on major issues before calling a vote.
28 13. Helps to resolve personality conflicts.
29 14. Is responsible for signing the following year's contract.
30 15. Will assist treasurer in collection and deposit of funds at fundraises and retreat.
31 16. Has access (username and password) to online bank account.

32 ***SPIRITUAL RETREAT VICE CHAIR DUTIES***

- 33 1. Will assume responsibilities of chair in the event of their absence.
34 2. Assist the chair in overall coordination.
35 3. Second liaison for the spiritual retreat committee and to the PCASC..
36 4. Coordinates with subcommittees to make sure deadlines are met.
37 5. Attends as many subcommittee meetings as possible to insure they have the support they need.
38 6. Assists in signing the next year's Retreat contract.
39 7. Present at closing meeting with camp.
40 8. Fulfill responsibilities of subcommittee chairs in their absence until replacement found.

1 **SPIRITUAL RETREAT SECRETARY DUTIES**

- 2 1. Shall record minutes at all spiritual retreat committee meetings.
3 2. Will maintain all of the spiritual retreat minutes and distribute minutes to the spiritual retreat members.

4 **SPIRITUAL RETREAT TREASURER DUTIES**

- 5 1. Shall maintain spiritual retreat bank account.
6 2. Is cosigner on bank account.
7 3. Keeps records of all income and expenditures.
8 4. Coordinates with subcommittee chairs in the preparation of budgets for each subcommittee.
9 5. Is responsible for the payment of all spiritual retreat expenses.
10 6. At the spiritual retreat is responsible along with chair for collection and deposit of all funds received.
11 7. Coordinates with fundraising chairperson for the collection of funds at fundraisers held up to the Spiritual
12 Retreat and at the spiritual retreat.
13 8. Coordinates with the merchandising chairperson for the collection of funds from the sale of merchandise
14 at spiritual retreat fundraisers and at the spiritual retreat.
15 9. Prepares a financial statement at the end of the spiritual retreat to be given to the chairperson for the
16 ASC meeting.
17 10. Should assist the chair and vice chair in the signing of next year's contract.
18 11. Maintains the committee bank account. Does the monthly reconciliations and prepares a monthly report
19 for the PCASC, including copies of receipts, bank statements (with account numbers redacted) and check
20 registers.
21 12. To furnish financial transaction information to the ASC Treasurer in the format requested

22 **SPIRITUAL RETREAT PROGRAMMING CHAIR DUTIES**

- 23 1. Responsible for the selection of topics, chair people, and times of all meetings held at the spiritual retreat.
24 2. A schedule must be developed and once approved, printed to be put in registration packets.
25 3. Should coordinate with other subcommittees so that their events are also included in program.
26 4. The program will be approved by the spiritual retreat committee.
27 5. Maintain all items, formats and music from programmed events. Return all items, formats, and music to
28 the incoming chair at the end of the retreat.

29 **SPIRITUAL RETREAT CAMP LIAISON CHAIR DUTIES**

- 30 1. Sets up dates and times.
31 2. Provides programming agenda to camp, if requested.
32 3. Keeps camp director informed of how many people are attending the retreat.
33 4. Should go out to camp to do thorough inspection.
34 5. Is liaison between camp and spiritual retreat attendees.
35 6. Will inspect camp after spiritual retreat and complete final walkthrough with camp staff
36 7. Ensures all trash has been removed properly at the end of the retreat.

37 **SPIRITUAL RETREAT REGISTRATION CHAIR DUTIES**

- 38 1. Registration flyers should be done well in advance (at least six months).
39 2. After flyers have been approved by the committee, they need to be distributed to PCASC and all GSRs.
40 Registration chair is responsible for notification to all NA service levels – from groups up to and including
41 NAWS, regarding the information about the Spiritual Retreat.

- 1 3. Clear understanding should be reached between the spiritual retreat committee, the registration chair,
2 and the treasurer on the procedures for handling the money for registration.
- 3 4. Registration form records should be maintained on a weekly basis and all money received transferred to
4 the treasurer prior to the spiritual committee meeting.
- 5 5. As registrations are received by mail or directly, a record should be made indicating information about the
6 registrant and all money received.
- 7 6. A member of the registration subcommittee will attend all fundraisers to sell registrations.
- 8 7. If scholarships are rewarded at fundraisers the registration chair should keep careful records of what has
9 been provided and to whom.
- 10 8. Final preparations for the spiritual retreat include buying all supplies for the registration table, assembling
11 packets, committee ribbons, and having all records up to date.
- 12 9. Is responsible for setting up a table well in advance of opening time of spiritual retreat on opening day.
- 13 10. It is up to the registration chair to find volunteers who are willing to work a suggested two-hour shift at the
14 registration table.
- 15 11. A member of the registration subcommittee will attend all fundraisers to sell registrations.
- 16 12. Once registration flyers go out, registration chair will check the PO Box regularly.

17 ***SPIRITUAL RETREAT MERCHANDISING CHAIR DUTIES***

- 18 1. The merchandising efforts of the retreat should be based strictly on the need to generate funds to ensure
19 the success of the event.
- 20 2. Careful consideration should be made in selecting items to be sold at the retreat and how many of each
21 item should be ordered. There should be records of the previous year pertaining to the number of
22 attendees and the number of things sold.
- 23 3. Careful consideration should be made in negotiating the purchase price on items selected to sell.
24 Competitive proposals should be solicited and offered on company letterhead. All items selected must be
25 approved by the spiritual retreat committee as a whole.
- 26 4. The merchandising committee should submit a complete summary of information regarding the ordering,
27 marketing and shipping of the items selected for sale at the retreat and the time frames for obtaining
28 these items.
- 29 5. Merchandising chair will sell items at fundraising events and at the spiritual retreat. Will gather volunteers,
30 as needed, to assist in selling merchandise at events and at the retreat.

31 ***SPIRITUAL RETREAT FUNDRAISING CHAIR DUTIES***

- 32 1. This subcommittee is responsible for the fundraising before the retreat.
- 33 2. Per our Traditions, we are fully self-supporting.
- 34 3. Fundraising records should be maintained and all money received should be transferred to the treasurer
- 35 4. The purpose of our fundraising efforts will be to provide scholarships to the spiritual retreat.

37 ***CONSENSUS-BASED DECISIONS***

- 38 1. It is suggested that all subcommittee members:
 - 39 A. Should strive to remember that our personal recovery depends on unity.
 - 40 B. Should strive to utilize their personal recovery in all discussions, remembering that part of
41 effective communication is listening with an open mind to all viewpoints.
 - 42 C. Strive to establish unity, common respect and trust for one another.
- 43 2. Whenever possible the subcommittee chair shall seek a plan of action which all subcommittee members
44 can “live with.” This plan may not turn out to be anyone’s ideal plan, but if all members can live with the
45 plan, we can move forward in unity.

- 1 3. The chair shall encourage members with opposing viewpoints to suggest compromises which they will be
2 able to support. This type of discussion shall be encouraged until common ground is discovered and
3 adopted.
- 4 4. If after extensive discussion, common ground cannot be arrived at, the chair shall suggest prayer and
5 meditation on the issue and shall table the discussion until later in the meeting, or until the following
6 meeting.
- 7 5. If, after extensive discussion and prayer and meditation, common ground still cannot be found, the
8 subcommittee will resort to the motion and voting guidelines below. However, all members should
9 remember that by resorting to these guidelines, we risk a loss of unity.

10 **Motions**

- 11 1. A motion can be made by any subcommittee member, including a general member.
- 12 2. A motion must be seconded by a subcommittee member.

13 **Voting**

- 14 1. With the exception of the chairperson and general members, all other members may vote on motions.
- 15 2. In the event of a tie, the chairperson may cast a tie-breaking vote.

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