

## Spiritual Retreat Guidelines (Policy)

### Subcommittees:

Chair

Vice Chair

Treasure

Registration

Programming

Merchandising

Camp Liaison

Fundraising

### General requirements:

Chair, Treasure, Registration, (and Merchandising) -4 year clean time.

Vice Chair – 3 year clean time. (All other positions – 1 year clean time. All positions except Chair will be elected at an open meeting to be announced by the newly elected chairperson. Any subcommittee chair or committee member who is absent for two (2) consecutive meetings without prior notification to the chairperson will have their position open for re-election at the third meeting.

Must have a willingness to serve for one year, except the vice chair who must have the willingness to serve for two years. **(All subcommittee chairpersons will reside in the Palm Coast Area)**

**Chair:** Minimum four years clean time: one year prior Retreat experience or prior experience as a Retreat Chairperson.

**Vice Chair:** Minimum three years clean time, two year commitment; fulfill responsibilities of subcommittee chairs in their absence until replacements are found.

**Secretary:** Minimum one year clean time; secretarial skills, i.e. take notes, type minutes, etc.

**Treasure:** Minimum four years clean time; accounting skills; prior experience helpful.

**Camp Liaison:** Minimum one year clean time; one year prior experience at retreat helpful; business skills, professional manners, negotiating skills.

**Registration:** Minimum four years clean time; prior retreat or convention experience helpful.

1 **Programming:** Minimum one year clean time; prior retreat or convention  
2 experience helpful.

3 **Merchandising:** Minimum four years clean time; prior retreat or convention  
4 experience helpful.

5 **Fundraising:** Minimum four years clean time; prior retreat or convention  
6 experience helpful.

### 7 **Duties of Subcommittee Chairs**

#### 8 **Chairperson:**

- 9 A. Presides over all Spiritual Retreat committee meetings.
- 10 B. Attends all PCASC meetings, acting as primary liaison between  
11 committee and the ASC.
- 12 C. Prepares an agenda.
- 13 D. Insures committee members are informed of any sudden changes in  
14 meeting time or place.
- 15 E. Is co-signer on bank account.
- 16 F. Only votes in case of a tie, if comes to a vote.
- 17 G. First committee meeting to elect subcommittee chairs, chair can vote.
- 18 H. Gives updated report to ASC, including treasures report, bank  
19 statement with reconciliation, and inventory.
- 20 I. Acts as final authority on clarification of all guidelines.
- 21 J. Keeps activities in accordance with the Twelve Traditions and  
22 Concepts.
- 23 K. Allows subcommittees to do their job while supplying guidance and  
24 support.
- 25 L. Allows discussion on major issues before calling a vote.
- 26 M. Helps to resolve personality conflicts
- 27 N. Is responsible for signing the following years contract.
- 28 O. Will assist treasure in collection and deposit of funds at fundraises  
29 and Retreat.
- 30 P. Will collect receipts at Spiritual Retreat with camp.

31

#### 32 **Vice Chair:**

- 33 A. Will assume responsibilities of Chair in the event of their absence.
- 34 B. Assist the chair in overall coordination.
- 35 C. Second liaison Spiritual Retreat Committee and PCASC.
- 36 D. Co-signer on bank account.
- 37 E. Coordinates with subcommittees to make sure deadlines are met.

- 1 F. Attends as many subcommittee meetings as possible to insure they
- 2 have the support they need.
- 3 G. Assists in signing the next years Retreat contract.
- 4 H. **Present at closing meeting with camp.**
- 5 I. **Fulfill responsibilities of subcommittee chairs in their absence until**
- 6 **replacement found.**

7

8 **Secretary:**

9

- 10 A. Shall record minutes at all Spiritual Retreat Committee meetings.
- 11 B. Will maintain all of the Spiritual Retreat minutes and distribute
- 12 minutes to the Spiritual Retreat members.

13

14 **Treasure:**

15

- 16 A. Shall maintain Spiritual Retreat bank account.
  - 17 B. Is co-signer on bank account.
  - 18 C. Keeps records of all income and expenditures.
  - 19 D. **Coordinates with subcommittee Chairs in the preparation of budgets**
  - 20 **for each subcommittee.**
  - 21 E. Is responsible for the payment of all Spiritual Retreat expenses.
  - 22 F. At the Spiritual Retreat is responsible along with chair for collection
  - 23 and deposit of all funds received.
  - 24 G. Coordinates with Fundraising Chairperson for the collection of funds
  - 25 at fundraisers held up to the Spiritual Retreat and at the Spiritual
  - 26 Retreat.
  - 27 H. Coordinates with the Merchandising Chairperson for the collection of
  - 28 funds from the sale of merchandise at Spiritual Retreat Fundraisers
  - 29 and at the Spiritual Retreat.
  - 30 I. Prepares a financial statement at the end of the Spiritual Retreat to
  - 31 be given to the Chairperson for the ASC meeting.
  - 32 J. Should assist the Chair and Vice Chair in the signing of next year's
  - 33 contract
  - 34 K. To include a copy of bank statement to go to PCASC'.
  - 35 L. Bank statement should be mailed to PCASC at PO Box.
- 36

37 **Programming:**

38

- 1 A. Responsible for the selection of topics, chair people, and times of all
- 2 meetings held at the Spiritual Retreat.
- 3 B. A schedule must be developed and once approved, printed to be put
- 4 in registration packets. Should coordinate with other subcommittees
- 5 so that their events are also included in program.
- 6 C. The program will approved by the Spiritual Retreat committee.

7  
8 **Camp Liaison:**

- 9
- 10 A. Sets up dates and times.
- 11 B. Provides programming agenda to camp.
- 12 C. Keeps camp director informed of how many people for meals.
- 13 D. Sells meal tickets.
- 14 E. Should go out to camp to do thorough inspection.
- 15 F. Is liaison between camp and Spiritual Retreat attendees.
- 16 G. Will tally meal tickets after each meal and inform camp.
- 17 H. Will inspect camp after Spiritual Retreat.
- 18

19 **Registration:**

- 20
- 21 A. Is responsible for setting up a table well in advance of opening time of
- 22 Spiritual Retreat on opening day.
- 23 B. Registration flyers should be done well in advance (at least six
- 24 months). After flyers have been approved by the committee they
- 25 need to be distributed to PCASC and all GSR'S. Registration chair is
- 26 responsible for notification to all NA service levels from groups up to
- 27 and including World Service the information about the Spiritual
- 28 Retreat. This includes the NA Way and Newslite.
- 29 C. Clear understanding should be reached between the Spiritual Retreat
- 30 Committee and the Registration Chair and the Treasure on the
- 31 procedures for handling the money for registration. Registration form
- 32 records should be maintained on a weekly basis and all money
- 33 received transferred to the treasure prior to the Spiritual Committee
- 34 meeting.
- 35 D. As registrations are received by mail or directly, a record should be
- 36 made indicating information about registrant and all money received.
- 37 If scholarships are rewarded at fundraisers the Registration Chair
- 38 should keep careful records of what has been provided and to whom.

- 1 E. Final preparations for the Spiritual Retreat includes buying all supplies
- 2 for the registration table, assembling packets, committee ribbons, and
- 3 having all records up to date.
- 4 F. It is up to the Registration Chair to find volunteers who are willing to
- 5 work a suggested two hour shift at the registration table.
- 6 G. A member of the registration subcommittee will attend all fundraisers
- 7 to sell registrations.

8

9 **Merchandising:**

- 10
- 11 A. The merchandising effort of the Retreat should be based strictly on
  - 12 the need to generate funds to ensure the success of the event.
  - 13 B. Careful consideration should be made in selecting items to be sold at
  - 14 the Retreat and how many of each item should be ordered. There
  - 15 should be records of the previous year pertaining to the number of
  - 16 attendees and the number of things sold.
  - 17 C. Careful consideration should be made in negotiating the purchase
  - 18 price on items selected to sell. Competitive proposals should be
  - 19 solicited. (and offered on company letterhead.) all items selected
  - 20 must be approved by the Spiritual Retreat Committee as a whole.
  - 21 D. The Merchandising Committee should submit a complete summary of
  - 22 information regarding the ordering, marketing and shipping of the
  - 23 items selected for sale at the Retreat and the time frames for
  - 24 obtaining these items.

25

26 **Fundraising:**

- 27
- 28 A. This subcommittee is responsible for the fundraising before the
  - 29 Retreat.
  - 30 B. As per our Traditions we are fully self supporting.
- 31
- 32 A. **CONSENSUS-BASED DECISIONS** It is suggested that all subcommittee
  - 33 members;
  - 34 i. should strive to remember that our personal recovery depends on unity
  - 35 ii. should strive to utilize their personal recovery in all discussions,
  - 36 remembering that part of effective communication is listening with an
  - 37 open mind to all viewpoints
  - 38 iii. strive to establish unity, common respect and trust for one another

- 1 iv. Whenever possible the subcommittee Chair shall seek a plan of action  
2 which all subcommittee members can “live with.” This plan may not turn  
3 out to be anyone’s ideal plan, but if all members can live with the plan,  
4 we can move forward in unity.
- 5 v. The Chair shall encourage members with opposing viewpoints to suggest  
6 compromises which they will be able to support. This type of discussion  
7 shall be encouraged until common ground is discovered and adopted.
- 8 vi. If after extensive discussion, common ground cannot be arrived at, the  
9 Chair shall suggest prayer and meditation on the issue, and shall table  
10 the discussion until later in the meeting, or until the following meeting.
- 11 vii. If after extensive discussion, prayer and meditation, common ground still  
12 cannot be found, the subcommittee will resort to the Motion and Voting  
13 guidelines below. However, all members should remember that by  
14 resorting to these guidelines, we risk a loss of unity.]

15  
16 B. MOTIONS

- 17 i. A motion can be made by any subcommittee member, including a  
18 General Member
- 19 ii. A motion (must) be seconded by (a) subcommittee member.
- 20

21 C. VOTING

- 22 i. All members with the exception of the Chairperson (and General  
23 Members) may vote on motions
- 24 ii. In the event of a tie, the Chairperson may cast a tie-breaking vote
- 25