

ORSCNA

(Ohio Regional Service Committee of
Narcotics Anonymous)

12 Step (Fall) Retreat and 12 Traditions (Spring) Retreat Committee Guidelines

Adopted October 5-6, 2013

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ARTICLE I: PURPOSE

Both of the Ohio Region's Retreats are held to further our Fellowship's primary purpose of carrying the message of recovery from active addiction, offering NA members an opportunity to celebrate & further our understanding of the recovery process through shared personal experiences in application of the 12 Steps & 12 Traditions of Narcotics Anonymous. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

It is our intent to offer all NA members the opportunity to participate, regardless of any impairment, as well as to encourage participation through our example of commitment and selfless service, accomplishing a sense of self-support, personal responsibility and integrity.

Because these retreats are hosted by service committees of Narcotics Anonymous, they should always conform to the principles of the 12 Traditions of NA, the 12 Concepts of NA Service, and reflect our primary purpose. These Retreat Committee Guidelines do not supersede the policies & guidelines of the Ohio Regional Service Committee.

ARTICLE II: RETREAT COMMITTEE

Section A: Membership & Composition

The Retreat Committee should be open to all members of the NA Fellowship in the Ohio Region. It should consist of an Executive Committee, Subcommittee Chairpersons, and any other interested NA members attending. The Executive Committee & Subcommittee Chair positions are identified as follows:

1. Executive Committee
 - A. Chairperson
 - B. Vice Chairperson
 - C. Secretary
 - D. Treasurer
2. Subcommittee Chairpersons
 - A. Clean-Up
 - B. Coffee
 - C. Fire
 - D. Hugger (Welcoming)
 - E. Kitchen
 - F. Merchandising
 - G. Programming
 - H. Registration

Section B: General Duties and Responsibilities

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

(4th Concept for NA Service).

It is suggested that people holding key positions have two years clean time and five years or more for positions that involve handling large amounts of NA funds. We need to keep in mind that length of clean time is not the only qualification. Experience, dedication, enthusiasm and willingness to complete the required tasks are essential for those filling these positions. It is suggested nominees possess and demonstrate the following:

1. A good working knowledge of the Twelve Steps, Traditions and Concepts.
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the Fellowship.
4. Trustworthiness, especially where funds are concerned.
5. Willingness to give time and necessary resources.
6. Ability to exercise patience and tolerance.
7. Past or present participation in NA service structure.
8. Willingness to include all NA members in planning and facilitation of the Retreat by informing the NA community of regularly scheduled committee meetings.
9. Report progress of individual subcommittees to the Retreat Committee.

Section C: Standard Questions for Nominees

1. What is your clean date?
2. How often do you attend NA meetings?
3. Do you work the 12 Steps of Narcotics Anonymous?
4. What is your service history? (Include current service positions)
5. Have you ever been removed from or resigned a service position? (Describe)
6. Have you ever misappropriated NA funds? Did you make complete amends? (Describe)
7. Are you familiar with or have a working knowledge of the 12 Concepts and 12 Traditions of Narcotics Anonymous?
8. What are your reasons for wanting to serve in this position?
9. What skills and abilities do you have that qualify you to fulfill the responsibilities of this position?

Section D: Retreat Committee Meetings

Facilitating either of the Region's annual retreats is a tremendous responsibility that requires significant planning, dedication and effort. Retreat Committee meetings should take place at regularly scheduled times & locations, and follow an orderly agenda. The purpose of these meetings shall be to gather and share information regarding the planning and facilitation of the retreats.

Efforts should be made to encourage participation & support from all interested members. Care should also be exercised during the planning process to involve as many individuals as possible. Prior to the first meeting of either of the Region's Retreat Committees, the Region shall elect a chairperson to preside over the specific Retreat Committee including its meetings and activities. Executive and Subcommittee chairpersons of a specific Retreat Committee are usually selected & appointed by the Chairperson prior to the first committee meeting. Election of officers should be based on qualifications and experience.

Voting privileges are extended to each member of the Retreat Committee. Anyone who holds an office or participates on a regular basis at the Retreat Committee meetings is considered a committee member. Subcommittee voting procedures are determined by the chairperson of the subcommittee. All subcommittees hold separate meetings prior to Retreat Committee meetings. The subcommittee chairpersons submit reports, recommendations and other details concerning their areas of responsibility.

Retreat Committee meetings are generally scheduled quarterly. Retreat Committee meetings shall operate according to Robert's Rules of Order. It is advisable to schedule several hours to conduct Retreat Committee business. An agenda or format should be prepared prior to meetings. Retreat Committees may want to use the agenda which follows:

1. Opening: Begin with a moment of silence for all members to reflect on their involvement, thinking about who they serve and why. Follow with Serenity Prayer, Service Prayer, 12 Traditions and 12 Concepts for NA Service.
2. Read and approve the minutes of the last meeting.
3. Chairperson's report (review Committee progress to date and relay recent information).
4. Vice-chairperson's report.
5. Secretary's report.
6. Treasurer's report (update on income, expenses and current balance).
7. Subcommittee's reports (includes goals and progress of each committee).
8. Old business carried over from last meeting.
9. New business to be undertaken before next meeting.
10. Closing Prayer.

ARTICLE III: EXECUTIVE COMMITTEE

The Executive Committee carries out (executes) the conscience of the overall committee. It functions as the administrative committee of the Retreat and can hold separate, periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist those that need extra help. However, it is not necessary for the Executive Committee to involve itself in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees, as well as the retreat budget and other matters that affect the Retreat. The results of these discussions are included in reports at Retreat Committee meetings. The Executive Committee drafts a meeting schedule. It is advisable to choose a regular day and time on which meetings will be held and schedule all meetings at that time throughout the duration of the planning period. Once the schedule is approved by the Retreat Committee it is distributed to all members.

Section A. Chairperson

Position Requirements:

Term of Service – 15 months

12 Traditions (Spring) Retreat – April thru July

12 Step (Fall) Retreat – October thru January

Minimum 5 years clean-time required

Attend & chair the Retreat and schedule & chair at least 4 Retreat Committee meetings

Responsibilities:

1. Make regular, quarterly reports including financial information to the Regional Service Committee.
2. Recruit qualified NA members to serve on the Retreat's Executive Committee and subcommittees.
3. Notify and remind interested NA members of the dates, times & locations of Retreat Committee and Executive Committee meetings.
4. Prepare the agenda for Retreat Committee and Executive Committee meetings.
5. Chair the Retreat Committee and Executive Committee meetings, and report RSC information & business pertaining to the retreat.
6. Prepare and submit a budget for the retreat to the Regional Service Committee, within six months of election.
7. Delegate & coordinate major tasks assigned to specific subcommittees; and stay informed of the activities of all subcommittees and provide help when needed.
8. Allow the subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Retreat Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
9. Maintain an open line of communication with all Retreat Committee members.
10. Seek to ensure the 12 Traditions and Concepts of Narcotics Anonymous and the purpose of the Retreat are upheld.
11. Seek to prevent important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
12. Seek to set aside personality conflicts within the Retreat Committee.
13. Vote only to break a tie.
14. Serve as a co-signer on the Retreat checking account.
15. Submit receipts to the Retreat Treasurer for all related expenditures.
16. Monitor the flow of funds and overall Retreat expenses, and help develop a Retreat budget and subcommittee budgets.
17. Maintain the Retreat account checkbook in partnership with the Retreat Committee Treasurer.
18. In the absence of a Treasurer, assume all duties of the Retreat Treasurer.
19. Present a complete financial report and final donation check to the Regional Service Committee at their next quarterly meeting following the Retreat.
20. Serve as the principal point of contact with Tar Hollow State Park for all matters, including availability of facilities & firewood, park check-in & check-out, and maintenance issues.
21. In partnership with the Retreat Committee Vice Chairperson, meets with Tar Hollow State Park staff to secure dates, and negotiate & sign a contract for the next year's retreat.
22. Serve as one of two co-signers on a contract with Tar Hollow State Park for the next year's retreat.
23. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.
24. Maintain archives to be handed from Chairperson to Chairperson.

Section B. Vice Chairperson

Position Requirements:

Term of Service – app. 15 months

12 Traditions (Spring) Retreat – April thru July

12 Step (Fall) Retreat – October thru January

Minimum 5 years clean-time required

Attend the Retreat and have willingness to serve as Chairperson for the next year's Retreat

Responsibilities:

1. Serve as acting Chairperson if the current Chairperson is unavailable to attend a Retreat Committee or Executive Committee meeting.
2. Step up to serve as Chairperson of the Retreat Committee if the current Chairperson is unable to complete their elected term.
3. Seek to coordinate major tasks assigned to specific subcommittees and stay informed of the activities of all subcommittees.
4. Work closely with the Chairperson and Subcommittee Chairpersons on problem areas prior to and during the Retreat.
5. Attend and offer assistance to subcommittees in the performance of their assigned responsibilities.
6. Allow the subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Retreat Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
7. In the event any Subcommittee Chairperson position becomes vacant, the Retreat Committee Vice Chairperson shall assume the responsibilities of that specific Subcommittee Chairperson until the vacancy is filled.
8. Work closely with both the Retreat Committee Treasurer and the Merchandise & Registration Chairs throughout the Retreat to ensure the accuracy of accounting and regularly secure funds received during the event.
9. Relieve Subcommittee Chairpersons at the Retreat to provide breaks as needed.
10. Maintain an open line of communication with all Retreat Committee members.
11. Seek to ensure the 12 Traditions and Concepts of Narcotics Anonymous and the purpose of the Retreat are upheld.
12. Seek to set aside personality conflicts within the Retreat Committee.
13. Serve as a co-signer on the Retreat checking account.
14. Submit receipts to the Retreat Treasurer for all related expenditures.
15. Serve as the secondary point of contact with Tar Hollow State Park for all matters, including availability of facilities & firewood, park check-in & check-out, and maintenance issues.
16. In partnership with the Retreat Committee Chairperson, meets with Tar Hollow State Park staff to secure dates, and negotiate & sign a contract for the next year's retreat.
17. Serve as one of two co-signers on a contract with Tar Hollow State Park for the next year's retreat.
18. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

Section C. Secretary

Position Requirements:

Term of Service – app. 15 months
12 Traditions (Spring) Retreat – April thru July
12 Step (Fall) Retreat – October thru January
Minimum 1 year clean-time required
Attend the Retreat

Responsibilities:

1. Attend and maintain a record which details the activity & decisions of each meeting of the Retreat Committee and Executive Committee.
2. Maintain an archive of the Retreat Committee & Executive Committee meeting minutes and any Subcommittee reports.
3. Maintain a current list of Retreat Committee membership which includes each member's name, mailing address, phone number(s), and email address.
4. Distribute Retreat Committee meeting minutes to all Retreat Committee members via email and/or mail within two weeks following each meeting.
5. Make available copies of meeting minutes to Retreat Committee members upon request.
6. Notify and remind interested NA members of the dates, times & locations of Retreat Committee and Executive Committee meetings.
7. Maintain an open line of communication with all Retreat Committee members.
8. Submit receipts to the Retreat Treasurer for all related expenditures.
9. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

Section D. Treasurer

Position Requirements:

Term of Service – app. 15 months
12 Traditions (Spring) Retreat – April thru July
12 Step (Fall) Retreat – October thru January
Minimum 5 years clean-time required
Attend the Retreat

Responsibilities:

1. Maintain a checking account for the Retreat Committee.
2. Write all checks and pay all bills in a timely manner.
3. Secure & maintain signature cards for the checking account, and serve as one of four authorized co-signers on the checking account. (Co-signers are generally the Chairperson, Vice Chairperson, Treasurer, and Registration Chair, but may be other Retreat Committee members if necessary.)
4. Make prompt deposits into the Retreat Committee checking account of all funds received prior to and during the Retreat.
5. Maintain a legible, accurate, itemized and up-to-date record of all Retreat Committee receipts and expenditures which incorporates a separate accounting record for each subcommittee.
6. Secure & maintain a P.O. Box that is easily accessible to him/her for the collection of Retreat pre-registration payments. (All pre-registration forms should be promptly forwarded to the Retreat Committee Registration Chair.)
7. Maintain & coordinate a legible, accurate and up-to-date record of all pre-registration receipts with the Retreat Committee Registration Chair.
8. Work closely with both the Merchandise & Registration Chairs to assure that adequate cash & change is available at “start-up” of the Retreat and throughout the weekend.
9. Along with the Retreat Vice Chairperson, work closely with both the Merchandise & Registration Chairs throughout the Retreat to regularly secure funds received during the event.
10. Maintain a general sense of the Retreat Committee’s financial standing and communicate this information to the Chairperson periodically throughout the weekend and at the close of the Retreat.
11. Maintain an archive of all receipts submitted for Retreat expenditures.
12. Submit a written financial report at each Retreat Committee meeting along with a copy of the balanced bank statement from the previous month.
13. Prepare a complete, detailed financial report and final donation check for presentation to the Regional Service Committee at their next quarterly meeting following the Retreat.
14. Utilize WSC-approved financial guidelines whenever possible.
15. Maintain an open line of communication with all Retreat Committee members.
16. Maintain archives to be handed from Treasurer to Treasurer.
17. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

ARTICLE IV: SUBCOMMITTEES

Subcommittee chairpersons should have general qualifications as outlined previously. Specific service or vocational experience should be considered prior to election. It should be clearly understood that the subcommittees have specific service responsibilities to perform. Subcommittees are vital to the retreat, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are as concerned for the member as we are for the service responsibility. In addition, Retreat Subcommittee Chairpersons as well as Executive Committee members may be removed by a 2/3 majority of the voting body for any of the following reasons:

1. Excessive absenteeism without notification.
2. Neglect of duties.
3. Misuse of any NA funds or falsification of financial statements.
4. Any act of theft, violence, or threat of violence against any member of NA.

Each subcommittee has only one chairperson who will be responsible to recruit subcommittee members. In addition, Retreat Subcommittee Chairpersons shall hold regularly-scheduled subcommittee meetings and, in doing so, ensure that the responsibilities of the committee are fulfilled. Subcommittee meetings as well as the Retreat Committee meeting shall operate according to Robert's Rules of Order. This will ensure that the meetings run smoothly and that business is conducted in an orderly fashion. All major decisions concerning the retreat are made by the group conscience of the entire Retreat Committee. Subcommittees are to maintain accurate records of all subcommittee activities as well as all correspondence. All financial reports, including needs, expenditures and receipts are to be included with each subcommittee report

Section A. Clean-Up Subcommittee & Chairperson

This subcommittee is ultimately responsible for routine cleaning of the lodge, cabins, restrooms, and grounds throughout the retreat; and final cleaning of these facilities following the retreat.

Clean-Up Subcommittee Chairperson Position Requirements:

Term of Service – app. 13-14 months
12 Traditions (Spring) Retreat – April thru May
12 Step (Fall) Retreat – October thru October
Minimum 1 year clean-time required
Attend the Retreat

Clean-Up Subcommittee Chairperson Responsibilities:

1. Recruit NA members to assist in routine cleaning of the grounds, lodge, and bathrooms throughout the retreat.
2. Recruit NA members to assist in final cleaning of the grounds, lodge, cabins, and bathrooms following the retreat.
3. Manage and post a schedule of Clean-Up Subcommittee shifts throughout the Retreat.
4. Submit receipts to the Retreat Treasurer for all related expenditures.
5. Maintain an open line of communication with all Retreat Committee members.
6. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

Section B. Coffee Subcommittee & Chairperson

This subcommittee is ultimately responsible for maintaining the availability of coffee and other beverages agreed on by the Retreat Committee throughout the retreat.

Position Requirements:

Term of Service – app. 13-14 months
12 Traditions (Spring) Retreat – April thru May
12 Step (Fall) Retreat – October thru October
Minimum 1 year clean-time required
Attend the Retreat

Responsibilities:

1. Recruit NA members to assist in management of the coffee/beverage station throughout the retreat.
2. Make arrangements for the delivery & pick-up of a sufficient number of coffee-makers for use at the Retreat.
3. Work closely with the Kitchen Chairperson to plan the menu for coffee and any other beverages agreed upon by the Retreat Committee.
4. Oversee all Coffee Subcommittee help to maintain sanitary conditions at the coffee station throughout the retreat.
5. Manage and post a schedule of Coffee Subcommittee shifts throughout the Retreat.
6. Submit receipts to the Retreat Treasurer for all related expenditures.
7. Maintain an open line of communication with all Retreat Committee members.
8. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

Section C. Fire Subcommittee & Chairperson

This subcommittee is ultimately responsible for starting & maintaining fires in both fireplaces in the lodge as well as the large campfire circle throughout the retreat; and final cleaning of the fireplaces and campfire circle following the retreat.

Position Requirements:

Term of Service – app. 13-14 months
12 Traditions (Spring) Retreat – April thru May
12 Step (Fall) Retreat – October thru October
Minimum 1 year clean-time required
Attend the Retreat

Responsibilities:

1. Recruit NA members to assist in maintaining fires in both fireplaces in the lodge as well as the large campfire circle throughout the retreat. This will include maintaining adequate supplies of firewood near each of these fires.
2. Recruit NA members to assist in final cleaning of the fireplaces and campfire circle following the retreat.
3. Manage and post a schedule of Fire Subcommittee shifts throughout the Retreat.
4. Submit receipts to the Retreat Treasurer for all related expenditures.
5. Maintain an open line of communication with all Retreat Committee members.
6. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

Section D. Hugger (Welcoming) Subcommittee & Chairperson

In many ways, the Hugger Subcommittee acts as the host of the convention. “Huggers” are encouraged to welcome members as they arrive at the Retreat. A warm personal greeting can set the tone for an enjoyable retreat. “Huggers” should make themselves available to those attending in order to provide appropriate assistance such as information & directions. “Huggers” should seek to maintain harmony between the retreat & Tar Hollow State Park to prevent negative reflection on NA or future retreats. For these reasons, “Huggers” should be familiar with the park, including park rules and the layout of its facilities. “Huggers” should also be familiar with the Retreat, including registration, program agenda and merchandise. Since “Huggers” may be called upon to discourage inappropriate behavior, those NA members chosen to serve on this subcommittee should be mature, even-tempered and hopefully, have the ability to remain calm in a crisis. An alert and thoughtful “Hugger” could keep a small problem from becoming a large one. The Hugger Subcommittee utilizes a number of “walkie-talkie” radios to communicate with Executive Committee members and each other quickly and quietly.

Position Requirements:

- Term of Service – app. 13-14 months
 - 12 Traditions (Spring) Retreat – April thru May
 - 12 Step (Fall) Retreat – October thru October
- Minimum 1 year clean-time required
- Attend the Retreat

Responsibilities:

1. Recruit qualified NA members to serve as Huggers for the Retreat.
2. Solicit a minimum of two bids from vendors for the provision of gators to be available throughout the Retreat to assist those checking in & out of cabins and to transport addicts with special needs.
3. Make arrangements for the delivery & pick-up of gators, and coordinate payment for them with the Retreat
4. Purchase "serenity stones" (marbles, or something similar) and make them available to Huggers each day of the Retreat. (Get an estimated attendance count from the previous year's Registration Chairperson.)
5. Oversee the operation, maintenance & security of gators throughout the weekend.
6. Encourage Huggers to maintain a safe atmosphere at the Retreat.
7. Schedule shifts of Huggers to assure the welcoming of all addicts to the Retreat throughout the entire weekend.
8. Schedule shifts of Huggers to safely drive the available gators to assist those checking in & out of cabins and to transport addicts with special needs throughout the entire weekend.
9. Manage and post a schedule of Hugger shifts throughout the Retreat.
10. Submit receipts to the Retreat Treasurer for all related expenditures.
11. Maintain an open line of communication with all Retreat Committee members.
12. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

Section E. Kitchen Subcommittee & Chairperson

This subcommittee is ultimately responsible for all food & refreshments to be served throughout the retreat.

Position Requirements:

Term of Service – app. 13-14 months
12 Traditions (Spring) Retreat – April thru May
12 Step (Fall) Retreat – October thru October
Minimum 1 year clean-time required
Attend the Retreat

Responsibilities:

1. Recruit NA members to assist in the preparation of meals at the Retreat.
2. Plan the menu for all meals, snacks, and other refreshments to be served at the Retreat.
3. Develop an order for all food & other supplies that will be needed to prepare the planned menu, and submit a detailed budget of these items for approval by the Retreat Committee.
4. Once approved, place the order, make arrangements for delivery of all food & supplies to the retreat, and coordinate payment for them with the Retreat Treasurer.
5. Recruit NA members to assist in the serving of meals at the Retreat and to assist in cleaning the dining area before & after all meals, washing dishes, and routine kitchen clean-up after all meals.
6. Oversee all Kitchen Subcommittee help to maintain safe & sanitary conditions.
7. Manage and post a schedule of Kitchen Subcommittee shifts throughout the Retreat.
8. Recruit NA members to assist in a final, thorough cleaning of the dining area, kitchen, and all food service equipment at the end of the retreat.
9. Submit receipts to the Retreat Treasurer for all related expenditures.
10. Maintain an open line of communication with all Retreat Committee members.
11. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

Section F. Merchandising Subcommittee & Chairperson

The Merchandising Subcommittee is responsible for the acquisition and sales of all commemorative apparel items at the retreat. The primary focus of the retreats is recovery through the 12 Steps & 12 Traditions of Narcotics Anonymous. Any efforts to generate funds through the sale of commemorative apparel items should be based solely on what is necessary to ensure the retreat is successful. The Merchandising Subcommittee should be fairly business-minded and operate in accordance with the 12 Traditions. Allowing commercial vendors to sell their products at the retreat would violate our 6th tradition, so this is not allowed.

Position Requirements:

Term of Service – app. 13-14 months
12 Traditions (Spring) Retreat – April thru May
12 Step (Fall) Retreat – October thru October
Minimum 5 years clean-time required
Attend the Retreat

Responsibilities:

1. Solicit potential artwork from NA members for use on commemorative apparel for the retreat. (This may be done through some form of contest.)
2. Present potential artwork to the Retreat Committee for their selection.
3. Develop a proposed list of commemorative apparel items, beverages, and candy to be offered for sale at the retreat, and solicit a minimum of two bids from vendors for the production of commemorative apparel items.
4. Develop a list of all Retreat Committee apparel items to be produced. This list should include shirts for “Huggers” and any other Retreat Committee / Sub-Committee apparel. The list should specify (by individual name) the size & style of shirt or other apparel item to be produced, and the item’s purchase price & proposed selling price.
5. Develop an order for all commemorative apparel items to be offered for sale at the retreat and submit a detailed budget of all items to be sold at the retreat (including their purchase & proposed selling price) for approval by the Retreat Committee.
6. Once approved, place the order for commemorative apparel items, make arrangements for their pick-up & delivery to the retreat, and coordinate payment for them with the Retreat Treasurer.
7. Recruit NA members to assist in the sale of commemorative apparel, beverages and candy at the Retreat.
8. Manage and post a schedule of Merchandising Subcommittee shifts to staff the “merchandise store” throughout the Retreat. Hours of operation should be coordinated with the Programming Chair.
9. Maintain security of the “merchandise store” and its contents.
10. Maintain a “merchandise store” cash box or cash register to assure secure management of funds from the point of sale to the Retreat Treasurer.
11. Maintain accurate, detailed, and up-to-date records of all “merchandise store” sales, and records of all funds turned over to the Retreat Treasurer.
12. Prepare and submit a final report to the Retreat Treasurer at the close of the retreat, detailing the total receipts and remaining inventory.
13. Submit receipts to the Retreat Treasurer for all related expenditures.
14. Maintain an open line of communication with all Retreat Committee members.
15. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

Section G. Programming Subcommittee & Chairperson

Workshop speakers are chosen solely by the Programming Subcommittee. Main speakers are subject to approval by the Retreat Committee. Speakers being considered should be people who identify themselves as addicts and attend NA meetings to sustain their recovery. These qualifications ensure those attending the retreat hear a clear message of recovery in Narcotics Anonymous. The best speakers are those who address recovery as if their lives, as well as the lives of those listening, depend on it. Recognizing the diversity that exists in NA, it is strongly suggested that particular attention be paid to choosing speakers who represent the cultural diversity of the Fellowship.

Position Requirements:

Term of Service – app. 13-14 months
12 Traditions (Spring) Retreat – April thru May
12 Step (Fall) Retreat – October thru October
Minimum 2 years clean-time required
Attend the Retreat

Responsibilities:

1. Propose an organized program agenda for the Retreat to include meals, workshops, guided meditations, campfire meetings, and main speaker meetings, as well as other activities throughout the weekend and submit the proposed program agenda to the Retreat Committee for final approval.
2. Select NA members to facilitate workshops or chair meetings. (Executive Committee members and Subcommittee chairs usually chair the main speaker meetings and facilitate the clean time countdown.)
3. Select NA members to share as speakers in workshops.
4. Identify NA members to be considered as potential main speakers for approval by the Retreat Committee.
5. Maintain contact with selected speakers to ensure their attendance at the retreat.
6. Maintain a pool of qualified, alternate (or back-up) speakers who may be called upon in the event of any unforeseeable problems.
7. Work closely with Registration to stay informed of the arrival of all scheduled speakers.
8. Develop and produce a printed program agenda, detailing the retreat's schedules activities (meals, meetings, workshops & other activities) and provide a sufficient quantity to the Registration Chairperson for inclusion in registration packets.
9. Recruit NA members to assist in the cleaning & preparing areas of the lodge and other park facilities prior to (and after) all meetings, workshops & other activities throughout the event.
10. Seek to ensure that meetings and workshops start on time.
11. Submit receipts to the Retreat Treasurer for all related expenditures.
12. Maintain an open line of communication with all Retreat Committee members.
13. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

Section H. Registration Subcommittee & Chairperson

The Registration Subcommittee is one the busiest subcommittees of any retreat. Although most intensive work is carried out in the weeks just prior to and during the retreat, its responsibilities begin with advance planning.

Position Requirements:

Term of Service – app. 13-14 months
12 Traditions (Spring) Retreat – April thru May
12 Step (Fall) Retreat – October thru October
Minimum 5 years clean-time required
Attend the Retreat

Responsibilities:

1. Develop a retreat flyer/registration form for review & approval by the Retreat Committee.
2. Copy & distribute the retreat flyer/registration form. This may be accomplished by providing copies to the Retreat Chairperson for distribution to Areas at quarterly RSC meetings, providing copies to members of the Retreat Committee for distribution at NA meetings & events they attend, and mailing copies to other Areas, Regions, previous retreat registrants or other individuals, and hospitals & institutions throughout the Region.
3. Maintain & coordinate a legible, accurate and up-to-date record of all pre-registration receipts with the Retreat Committee Treasurer.
4. Maintain a legible, accurate and up-to-date list of all cabin assignments.
5. Develop a list of items that are to be included in registration packets, and submit a detailed budget of these items for approval by the Retreat Committee. At a minimum, the registration packet should include the following: a printed program agenda, a map of the Tar Hollow State Park facilities, a printed copy of the facility rules, and meal ticket(s) or wrist band.
6. Once approved, acquire these items and assemble the registration packets.
7. Recruit NA members to assist in the processes of pre-registrant check-in and on-site registrations at the Retreat.
8. Manage and post a schedule of Registration Subcommittee shifts to staff the “registration desk” on Friday & Saturday at the Retreat. Hours of operation should be coordinated with the Programming Chair.
9. As pre-registrants & on-site registrants arrive, assure that each retreat registrant signs a “safety waiver” and provide assistance with locating their cabin assignments, as needed.
10. Maintain a “registration desk” cash box or cash register to assure secure management of funds from the point of receipt to the Retreat Treasurer.
11. Maintain accurate, detailed, and up-to-date records of all on-site registration receipts, and records of all funds turned over to the Retreat Treasurer.
12. Prepare and submit a final report to the Retreat Treasurer at the close of the retreat, detailing the total receipts from pre-registration and on-site registration.
13. Develop an archive of all pre-registration forms received and on-site registration forms completed for use by future retreat committees.
14. Submit receipts to the Retreat Treasurer for all related expenditures.
15. Maintain an open line of communication with all Retreat Committee members.
16. Coordinate the provision of resources to meet additional needs (see Article V).
17. Remain at Tar Hollow State Park following the Retreat until final approval of clean-up has been received from park staff.

ARTICLE V: MEMBERS WITH SPECIAL NEEDS

It should be understood that all members of the Retreat Committee will be aware of and sympathetic to the special needs of some of our members. It is the added responsibility of the Registration Subcommittee to serve as the primary provider of attention and resources to meet those additional needs. Direct communication with and cooperation from other subcommittees will be necessary in order to ensure the members of our fellowship with special needs are able to fully participate in the convention along with everyone else.

Additional Needs Responsibilities:

1. Seek to accommodate special needs in the assignment of cabins (subject to availability) throughout the pre-registration and on-site registration process.
2. Communicate with the Hugger (Welcoming) Chairperson any information regarding those with special needs to assure these members are greeted as they arrive and assisted through the registration process as needed.
3. Communicate with the Kitchen Chairperson any information regarding those with special needs so they may make appropriate accommodations (e.g. special diets, etc.) as needed.
4. Communicate with the Programming Chair any information regarding those with special needs so they may make appropriate accommodations (e.g. front row seats, access through aisles, etc.) as needed.
5. Recruit an NA member or members (if available) to serve as an on-site Nurse(s) for the provision of first aid throughout the entire weekend.
6. Communicate with the on-site Nurse(s) any information regarding those with special needs so they may provide adequate medical attention and accommodations as needed.
7. If requested and approved by the Retreat Committee, recruit NA members to coordinate & assist in the provision of children's activities at the retreat.
8. If requested and approved by the Retreat Committee, schedule interpreters for designated workshops & meetings.

ARTICLE VI: MANAGEMENT OF FUNDS

“NA funds are to be used to further our primary purpose and must be managed responsibly.”

Our 11th Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that could have gone to help the still suffering addict, points to our responsibility to prevent theft from happening in the first place. Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place but are not used. Some of us have hesitated to either institute or use these measures because it makes us uncomfortable. That is to say we believe that they are insulting to the people we ask to serve or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with theft after it has taken place than to take measures to prevent it in the first place.

The Treasurer’s Handbook is an excellent resource for groups and committees to use in instituting accounting procedures. All guidelines should include such safeguards as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. It is critically important that all processes be monitored by another person. Financial records should be readily available to other trusted servants. It is also important to note that other assets, such as retreat merchandise and equipment, should always be treated as carefully as money.