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2 **RETREAT SUBCOMMITTEE GUIDELINES**
3 **HEART OF NEW YORK AREA OF NARCOTICS ANONYMOUS**
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6 **DEFINITION AND PURPOSE:**

7 Retreats are held by members of the HONYANA to celebrate recovery and enhance
8 spiritual growth. The Retreat Subcommittee schedules meetings, workshops and other
9 activities to encourage unity and fellowship among our members, always conforming to
10 the NA principles that reflect our primary purpose.

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12 **THE RETREAT SUBCOMMITTEE:**

13 The Retreat Subcommittee is a standing subcommittee of the HONYANA reporting to
14 the ASC on a monthly basis.

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16 **RETREAT SUBCOMMITTEE MEETINGS:**

17 All subcommittee meetings should take place at a regularly scheduled time and place to
18 be determined by the subcommittee chairperson. The purpose of these meetings is to
19 organize and carry out tasks in planning the retreat. Effort should be made to encourage
20 support and participation from all subcommittee members.

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22 **VOTING PROCEDURES:**

23 Guidelines for voting within the Retreat Subcommittee include:

- 24 1. To become a voting member of the Retreat Subcommittee, a NA member must
25 attend two consecutive Retreat Subcommittee meetings. Voting privileges take
26 effect at the third meeting. Voting privileges are lost if the member misses two
27 consecutive Retreat meetings unless prior notification has been given to an officer
28 of the committee.
- 29 2. The subcommittee chairperson has no vote except in the case of a tie.
- 30 3. All motions brought to the floor will not be voted on until the next meeting,
31 unless deemed an emergency. In the case of an emergency, the vote will be taken
32 by the voting members that are present.

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34 **RETREAT SUBCOMMITTEE OFFICERS:**

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36 **CHAIRPERSON:**

37 The chairperson is elected annually by the groups of the HONYANA.

38 Responsibilities include:

- 39 1. Direct the Retreat Subcommittee in accordance with these guidelines and the Area
40 Bylaws.
- 41 2. Facilitate the Retreat Subcommittee meetings. This shall include preparing an
42 agenda for each subcommittee meeting
- 43 3. Maintain a link of communication between the Retreat Subcommittee and the
44 ASC. This shall include attending the regularly scheduled ASC meeting and
45 making a monthly report to the ASC.

- 46 4. Communication link with facility where Retreat is held to establish agreement or
47 contract for each retreat acting on decisions voted on by full committee.
48 5. Clean time requirement – 2 years
49

50 The remaining officers are elected annually by the voting members of the committee, at
51 the first scheduled meeting after the newly elected chair takes office.
52

53 **VICE CHAIRPERSON:**

54 Responsibilities include:

- 55 1. Assist the chairperson with Retreat business coordinating responsibilities to
56 subcommittee members.
57 2. Assume the responsibilities of the chairperson in the event of the chairperson's
58 absence.
59 3. Performs special duties as needed.
60 4. Clean time requirement – 2 years
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62 **SECRETARY:**

63 Responsibilities include:

- 64 1. To take and keep minutes of all Retreat Subcommittee meetings
65 2. Copy and distribute those minutes.
66 3. Maintain a list of names and contact information of subcommittee members.
67 4. Maintain an attendance list for Retreat Subcommittee meetings.
68 5. Maintain a list of all voting members of the Retreat Subcommittee.
69 6. Clean time requirement – 2 years
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71 **TREASURER:**

72 Responsibilities include:

- 73 1. Maintain a written Treasurer's Report of all Retreat financial transactions.
74 2. Maintain communication with Area Treasurer concerning all Retreat financial
75 transactions.
76 3. Advise the subcommittee on cash supply, income flow and rate of expenditures.
77 4. Oversee petty cash fund and be responsible for obtaining receipts from committee
78 members for all expenditures.
79 5. A complete treasurer's report should be submitted to the ASC no later than 3
80 months after each retreat.
81 6. Clean time requirement - 7 years
82

83 **RETREAT SUBDIVISIONS:**

84 Divisions are vital to the retreat and service experience should be carefully considered
85 prior to election or appointment. Individuals should expect to be replaced if they are
86 unable to serve or upon relapse. A list of retreat divisions are provided, although other
87 divisions may be established if needed. Each division needs to maintain accurate records
88 to include needs, expenditures and financial reports. Receipts should be turned over to
89 the Retreat Treasurer with each report for all expenditures.
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91

92 **REGISTRATION:**

93 Responsibilities include:

- 94 1. Development of Retreat Registration Form, which must be reviewed and
95 approved by the full committee.
- 96 2. Maintain and update mailing list comprised of previous retreat participants.
- 97 3. Mail and distribute Retreat Registration Form promptly after announcement of
98 Retreat date made to ASC.
- 99 4. The cut off date for acceptance of registrations with payment by check is included
100 on the Retreat Registration Form.
- 101 5. A clear understanding should be reached between the Registration Division,
102 Retreat Treasurer and full subcommittee on the procedures for handling
103 registrations and payments received. As each registration is received, by mail or
104 direct sale, a record should be made indicating information about the registrants
105 and all payment received.
- 106 6. Any free registrations must be approved by the full committee. If free
107 registrations are provided, careful records must be kept of the number provided
108 free and to whom provided.
- 109 7. Each member of the registration division authorized to accept registration
110 payment will be issued a receipt book with two-part carbon copies; one copy kept
111 by the Retreat Subcommittee and one copy to the registrant.
- 112 8. As each mailed registration is received, a receipt is sent out to the registrant.
- 113 9. The records of all registrations should be updated at each committee meeting. In
114 this way, the full committee can be apprised of the financial status.
- 115 10. At the subcommittee meeting all information from the receipt books should be
116 transferred to a general log book maintained by the Retreat Treasurer.
- 117 11. When funds are needed for expenses, they are to be obtained from the ASC
118 Treasurer. Undeposited cash received by the registration division should not be
119 used for committee expenses.
- 120 12. Clean time requirement – 2 years

121

122 **MERCHANDISE:**

123 The merchandising effort of the retreat should be based strictly on generating funds to
124 help ensure success of the retreat. The Narcotics Anonymous logo which will be in use
125 on flyers, t-shirts, mugs, etc. is the property of the Fellowship of Narcotics Anonymous.
126 Special and serious care needs to be maintained in order to assure that the use of the NA
127 logo is always in good taste and in keeping the Twelve Traditions and Twelve Concepts
128 of Narcotics Anonymous. The Merchandise Division should be fairly business minded in
129 its efforts.

130 Responsibilities include:

- 131 1. Design of retreat merchandise and all merchandise expenditures should be
132 reviewed and approved by the full committee.
- 133 2. Sale of retreat merchandise, selling times should be coordinated with the full
134 committee.
- 135 3. Storage of all retreat merchandise items, in a secure place.
- 136 4. Delivery of all receipts for merchandise promptly to the Retreat Treasurer.

- 137 5. Following each retreat, a final statement of remaining merchandise inventory is
138 given to the committee. This statement should be included in the chairperson's
139 final report.
140 6. In addition to the statement of remaining inventory, a complete set of records
141 showing all orders for merchandise, expenditures and sales should be given to the
142 Retreat Treasurer to assure accountability for all merchandise and expenditures.
143 7. Clean time requirement – 2 years
144

145 Although these steps may seem a bit excessive, they are necessary to ensure that proper
146 accountability is always maintained. Additionally, using a set of established guidelines
147 makes merchandising easier to handle. We have a responsibility to ensure that our
148 fellowship, and not individuals, is the beneficiary of funds generated at NA functions.
149

150 **FUND DISTRIBUTION:**

151 The main task of the Retreat Subcommittee is to facilitate a retreat for the purpose of
152 celebrating recovery. It is important to understand that retreats are not a funding source
153 of Narcotics Anonymous and are not established to support special projects or the
154 specific interests of the ASC.
155

156 **PRUDENT RESERVE:**

157 A prudent reserve should be established to provide a startup fund for the next retreat.
158 Once a prudent reserve has been established, the next consideration will be surplus funds
159 over and above the prudent reserve. All funds over the established prudent reserve will
160 be turned over to the ASC. The prudent reserve is **\$1,000**. The prudent reserve amount
161 cannot be modified by the Retreat Subcommittee without approval of the GSRs at the
162 ASC.
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