**SISTERS IN SPIRIT WOMENS RETREAT**

**Work group**

**Guidelines**

**Introduction:**

**Purpose:** As a service body of Narcotics Anonymous, our ultimate primary purpose is to carry the message of recovery to the addict who still suffers. As a retreat planning work group our primary purpose is to carry a message of recovery by hosting an annual retreat. Our desire is to provide a source of enjoyment for addicts living without the use of drugs, promote unity among members, and to carry the Narcotics Anonymous message of recovery through our meetings, our members, and our example.

**Governing Rules:** As a service body of Narcotics Anonymous we are ultimately bound by the twelve steps, traditions, and concepts of Narcotics Anonymous. As a work group, we are bound to the expression of our Higher Power’s will as expressed in our work group’s group conscience, and our work group is ultimately accountable to and subject to the authority of the combined group conscience of Clackamas County Area Activities sub-committee (CCAAS), as we are an annual event of the CCAAS. To maintain order in our business meetings, and to insure the full participation of our members, we are also governed by these guidelines, then by Group Conscience. If any conflict should arise between governing rules, the rule shall take precedence in the following order of priority: Traditions,

Concepts, Retreat Guidelines, Group Conscience of the work group. The NA Guide to Local Service shall be used as a reference for any topics not specifically addressed in these Guidelines.

The Retreat shall be known as “Sisters In Sprit Women’s Retreat”, and shall be held at a location and date that the committee determines.

**Executive Committee:** The executive Committee consists of the Chair, Vice-Chair, Treasurer, and Secretary. Each of their Authorities and Responsibilities are as follows:

• **Chairperson:**

* Presides over all business meetings.
* Prepares agenda for each meeting.
* Maintains archive of past minutes and reports from previous years.
* Provides a written monthly report to the CCAAS.
* Coordinates annual review of guidelines to be presented to the CCAAS in March of each year.
* Clean time requirement for chair is 2 years.

• **Vice Chair:**

* Coordinates and supports the activities of subcommittees.
* Conducts Sub-committee report portion of business meetings.
* Provides written monthly report for secretary at business meeting.
* Vice-Chair fills the role of executive or sub-committee chair in the event of absence or vacancy, including but not limited to providing written monthly report to the CCAAS.
* The Vice-Chair position is a 2 year commitment, the first year as Vice-Chair, the second as Chairperson.
* Clean time requirement 1 Year.

• **Treasurer:**

* Maintains records of all income and expenses.
* Provides regular reports to committee on the complete state of treasury (current balance, un-deposited funds, outstanding bills, etc.)
* Provides written monthly report to secretary at business meeting.
* Coordinates the transfer of funds both to and from CCAAS.
* Clean time requirement 2 Years.

• **Secretary:**

* Keeps typed accurate minutes of each business meeting, and has them ready by the following business meeting.
* Maintains work group contact list.
* Handles work group correspondence.
* Contacts members about changes to business meeting schedule.
* Maintains current year’s archive.
* Clean time requirement 6 months.

**Work Group Organization Process:**

Each year a new work group is selected, the old work group completes its business, and the “torch” is passed from old work group to new. This process is as follows:

The following year’s Executive Committee is elected by a majority vote of those members who wish to attend a business meeting conducted by the current Chairperson. Nominations may be made and seconded by any member of NA in attendance. Once nominations are closed, nominees depart for brief discussion followed by a majority vote. In the event of a tie, a run-off vote is conducted.

• The newly elected Executive Committee then collects (at the business meeting) a list of phone numbers of members who wish to serve on the new work group. A first organizational meeting time and place is chosen by the Executive committee. This meeting shall take place after the previous work groups “closure” meeting, and within 2 months of their election, and the Chair calls each member on this list to request their attendance.

• At the first organizational meeting, all NA members in attendance may vote. The purposes of this meeting are to elect the remainder of the work group (Subcommittee Chairs) through a majority vote of those in attendance, and select a place and time for regular meetings throughout the year.

• At the first regular meeting, and at all subsequent meetings up to and until the retreat, anyone in attendance of a meeting may make a proposal, or participate in discussion, but voting rights are reserved to elected members of the work group (executive committee and subcommittee chairs)

• Regular meetings continue throughout the year to coordinate the event. The work group oversees and coordinates the event itself, and has a formal “closure” meeting within 1 month of the event. At this meeting the work group’s only purpose is to close out any outstanding financial activity, disburse all funds over the prudent reserve to CCAAS’s general funds account, and to present final reports (See Final Reports below) to the following year’s committee and the CCAAS.

* A Prudent Reserve shall be maintained from year to year in order to provide funds (“seed money”) to run the retreat for the next year. The current Prudent Reserve is $800.00.

**Final Reports:**

At the end of each year, the final act of the work group shall be to close out its financial affairs and to produce formal reports. This is an important process, as it is the key to our accountability to the CCAAS, and it is an invaluable tool for the next work group and the continued success of future retreats.

**Subcommittees:** Each subcommittee chair shall produce a report giving a detailed financial accounting (including counts of merchandise, registration, meal tickets, etc.) of the subcommittee’s activities, and shall give any other information that would be helpful and/or appropriate to pass on to the next work group.

**Treasurer:** The Treasurer shall provide a detailed, complete financial accounting of the work group’s activities for the year. At this point, any outstanding debts or deposits should be paid or received in full (or accounted for in the report).

**Executive Committee:** The Chair, Vice-Chair, Treasurer, and Secretary shall work together to compile each of these reports and write an executive summary. This should summarize the full work group’s activities, address any particularly outstanding challenges or successes, and should include the name and telephone number of each work group member. The final report should be compiled into an organized and legible format.

**Disbursement:** The combined Final Report should be photo copied, and presented to the CCAAS, and the original should be passed on to the next work group’s chairperson. All funds above the Prudent Reserve shall be given to the CCAAS’s general funds account and paid by the Treasurer.

**Financial Accounting:** Essential to successful planning are complete and accurate financial records. All Income and Expenses should be categorized to be associated with one of the following four categories: Merchandise,

Registration/group camp sites, Food, or Misc. Total Income and Expense for each of these categories should be itemized. Regular reports should be organized to provide this information to the work group at each monthly business meeting.

**Subcommittees:**

In general, the function of the full work group during regular meetings is to coordinate and oversee the work done by each individual subcommittee. A subcommittee chair is elected by the full work group at the first meeting.

From that point forward, it is the responsibility of the subcommittee chair to solicit members, form the committee, conduct subcommittee meetings, and to conduct all the details of that subcommittee’s business. Each subcommittee shall represent itself at the regular work group meetings, and each subcommittee shall ultimately be accountable to the full work group. The Executive Committee can, at its discretion, activate or de-activate a subcommittee for the current year’s Retreat.

**Fundraising:**

* Responsible to raise additional funds as needed to host the event.
* Plans and coordinates fundraisers prior to the event to raise additional funds.
* Conducts fundraisers during the event (drawings, auction, etc.).
* A minimum of two fundraising speaker meeting events will occur each year.
* Fundraising will not be limited to the two event proposals prior to the retreat should it be determined by the fundraising committee that more fundraising is needed.
* The final approval of each event proposal is subject to full work group vote.

**Merchandising:**

* Purchases merchandise for sale throughout the year, and at the event. (Final approval of quantities and types of merchandize purchased, and sale prices are subject to full work group vote.)
* Maintains complete and accurate records of inventory and provides inventory reports at regular meetings.

**Registration:**

* Produces and distributes flyers for event.
* Receives and logs pre-registrations prior to the event and registrations at the event.
* Maintains list of occupants for each site.
* Prepares and distributes all packets and notices pertaining to registration. (Final approval of registration prices and structure subject to full work group vote.)

**Programming:**

* Solicits, contacts, and coordinates speakers. (The final slate of speakers is approved by full work group.)
* Produces schedule for retreat and submits for final work group approval.
* Produces and distributes programs.
* Makes signs for retreat. (Directions to park, registration & merchandising locations, etc.)
* Plans activities during event such as sport games, children’s activities, hikes, etc. (Proposed activities subject to full work group vote.)

**Food Service:**

* Brings food and associated equipment and supplies meals.
* Coordinates preparation and clean-up of meals. (Costs and final menu approval subject to full work group vote.)

**Subcommittee Structure and Meetings:** Some subcommittees will be comprised of 1-2 people working in a very informal environment; others may have numerous members and hold regular meetings. The structure and composition of the subcommittee is at the discretion of the elected chairperson of that subcommittee and/or that subcommittee’s group conscience. The subcommittee should use whatever style is appropriate and works best for the individual or individuals participating. A subcommittee meeting is not a full work group meeting (regardless of who is in attendance), and does not have the ability to make decisions that extend beyond the scope of that subcommittee’s charter.

**Additional Positions:**

**Park Liaison:** Appointed by the Chair if desired by Chair. Contacts park to reserve spaces subject to full work group vote. Acts as liaison with park staff throughout the year and the weekend of the event. Interacts directly with retreat attendees to resolve any issues regarding park use, rules, regulations, safety, offensive behavior and guidelines. The park liaison can call an emergency meeting of the work group to address any issue. Though not an official subcommittee chair, the Park Liaison is entitled to a vote at work group meetings.

**Voting, Elections, and Participation:**

**Non-member Participation**: Any member of Narcotics Anonymous shall have the right to attend a regular work group meeting, bring a proposal before the work group, nominate officers, and may participate in discussion. At a regular work group meeting, the right to vote is reserved for elected committee members.

**Member Participation:** Any elected committee member (apart from the Chairperson) shall have the right to vote, on a 1 vote per office basis. The Chairperson (or acting chairperson) may only vote in the event of a tie. The passage of a proposal requires an affirmative vote, therefore in the event of a tie where the chairperson abstains from breaking the tie, the proposal fails.

**Nomination & Election To Office:** At the First Organizational Meeting, each Subcommittee Chair is nominated and elected. A Nominee must be present to be nominated and elected to office. A nomination and second may be made by anyone in attendance at the first organizational meeting. Each nominee is selected, and then a vote is conducted by each attendee casting their vote for the candidate of their choice. The nominee with the most votes shall be elected to the office, and in the event of a tie, the work group shall conduct a run-off vote between the tied candidates. Any offices not filled during the first Organizational Meeting shall be considered vacant, and may be filled during subsequent regular meetings.

**Vacancies & Removal:** Any officer or Subcommittee Chair may be removed from office upon an affirmative majority vote of members at a regular meeting. In the event of a vacancy, nominations for each open office shall be called for during Old Business of each regular meeting until the position is filled. Any officer or subcommittee chair elected mid-term shall serve out the duration of the term. A member may be removed from a position after three consecutive unexcused absences from a business meeting at the discretion of the full work group. A member will be removed from a clean time required position should loss of clean time occur. All members of Narcotics Anonymous are welcome, wanted, and needed to help support and be of service to the retreat and retreat fundraising events. The Guide to Local service shall be used as a reference for the removal of a member from office.

**Special Meetings:** With good cause, a special meeting may be called at the discretion of the chairperson. A Special Meeting may be in person, or conducted by phone, but only to address a specific emergency issue that cannot wait until the next regular meeting. In such an event, the chairperson must make a diligent effort to contact every work group member.

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