

Spiritual Retreat Guidelines (Policy)

Subcommittees:

Chair ,Vice Chair, Secretary, Treasurer

General requirements:

Chair, Treasurer,

4 years clean time.

Vice Chair – 3 years 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 be a member of the Central CT Area Chair:** Minimum four years clean time: one year prior Retreat experience or prior experience as a Retreat Chairperson. Must attend and be voted in at the CCA.

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, typing, etc.

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

Duties of Subcommittee Chairs

Chairperson:

Presides over all Spiritual Retreat committee meetings. Attends all CCASC meetings, acting as primary liaison between committee and the ASC. Prepares an agenda. Informs committee members of any sudden changes in meeting time or place. Is co-signer on bank account. Only votes in case of a tie, if comes to a vote. First committee meeting to elect subcommittee chairs, chair can vote. Gives updated report to ASC, including treasurers report, bank statement with reconciliation, and inventory. Acts as final authority on clarification of all guidelines. Keeps activities in

accordance with the Twelve Traditions and Concepts. Allows subcommittees to do their job while supplying guidance and support. Allows discussion on major issues before calling a vote. Helps to resolve personality conflicts.

Vice Chair:

Coordinates with subcommittees to make sure they have the support they need. Is responsible for signing the following years Retreat contract. Will assist treasurer in collection and deposit of funds at fundraisers and Retreat. Will collect receipts at Spiritual Retreat.

Will assume responsibilities of Chair in the event of their absence. Assist the chair in overall coordination. Second liaison Spiritual Retreat Committee and CCASC. Co-signer on bank account.

Attends as many subcommittee meetings as possible to insure they on schedule.

Present at closing meeting. Fulfill responsibilities of subcommittee chairs in their absence until replacement found.

Secretary:

Shall record minutes at all Spiritual Retreat Committee meetings. Will maintain all of the Spiritual Retreat minutes and distribute minutes to the Spiritual Retreat members.

Treasurer:

Shall maintain Spiritual Retreat bank account. Is co-signer on bank account. Keeps records of all income and expenditures. ***Coordinates with subcommittee Chairs in the preparation of budgets for each subcommittee.***

Is responsible for the payment of all Spiritual Retreat expenses. At the Spiritual Retreat is responsible along with chair for collection and deposit of all funds received.

Coordinates with Fundraising Chairperson for the collection of funds at fundraisers held up to the Spiritual Retreat and at the Spiritual Retreat.

Coordinates with the Merchandising Chairperson for the collection of funds from the sale of merchandise at Spiritual Retreat Fundraisers and at the Spiritual Retreat.

Prepares a financial statement at the end of the Spiritual Retreat to be given to the Chairperson for the ASC meeting. Should assist the Chair and Vice Chair in the signing of next year's contract To include a copy of bank statement to go to CCASC. Bank statement should be mailed to PO Box.

committees so that their events are also included in program.

The program will be approved by the Spiritual Retreat committee.

A. As per our Traditions we are fully self supporting.

CONSENSUS-BASED DECISIONS It is suggested that all subcommittee members;

- i. should strive to remember that our personal recovery depends on unity
- ii. should strive to utilize their personal recovery in all discussions, remembering that part of effective communication is listening with an open mind to all viewpoints
- iii. strive to establish unity, common respect and trust for one another.
- iv. Whenever possible the subcommittee Chair shall seek a plan of action which all subcommittee members can “live with.” This plan may not turn out to be anyone’s ideal plan, but if all members can live with the plan, we can move forward in unity.
- v. The Chair shall encourage members with opposing viewpoints to suggest compromises which they will be able to support. This type of discussion shall be encouraged until common ground is discovered and adopted.
- vi. If after extensive discussion, common ground cannot be arrived at, the Chair shall suggest prayer and meditation on the issue, and shall table the discussion until later in the meeting, or until the following meeting.
- vii. If after extensive discussion, prayer and meditation, common ground still cannot be found, the subcommittee will resort to the Motion and Voting guidelines below. However, all members should remember that by resorting to these guidelines, we risk a loss of unity.]

B. MOTIONS i. A motion can be made by any subcommittee member, including a General Member

ii. A motion (must) be seconded by (a) subcommittee member.

C. VOTING i. All members with the exception of the Chairperson (*and General Members*) may vote on motions

ii. In the event of a tie, the Chairperson may cast a tie-breaking vote

D. The event will be insured through the region. It is the responsibility of the group to contact the region several months before the Retreat in September to ensure timely coverage prior to the event.