

1 **HEART OF NEW YORK AREA OF NARCOTICS ANONYMOUS**
2 **RETREAT SUBCOMMITTEE GUIDELINES**

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5 **DEFINITION AND PURPOSE:**

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

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11 **THE RETREAT SUBCOMMITTEE:**

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

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15 **RETREAT SUBCOMMITTEE MEETINGS:**

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

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21 **VOTING PROCEDURES:**

22 Guidelines for voting within the Retreat Subcommittee include:

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

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33 **RETREAT SUBCOMMITTEE OFFICERS:**

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35 **CHAIRPERSON:**

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

37 Responsibilities include:

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

- 45 4. Communication link with facility where Retreat is held to establish agreement or
46 contract for each retreat acting on decisions voted on by full committee.
47 5. Clean time requirement – 2 years
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49 The remaining officers are elected annually by the voting members of the committee, at the first
50 scheduled meeting after the newly elected chair takes office.
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52 **VICE CHAIRPERSON:**

53 Responsibilities include:

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

61 Responsibilities include:

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

70 Responsibilities include:

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

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

90 Responsibilities include:

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

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MERCHANDISE:

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

125 Responsibilities include:

- 126 1. Design of retreat merchandise and all merchandise expenditures should be reviewed
127 and approved by the full committee.
- 128 2. Sales of retreat merchandise, selling times should be coordinated with the full
129 committee.
- 130 3. Storage of all retreat merchandise items, in a secure place.
- 131 4. Delivery of all receipts for merchandise promptly to the Retreat Treasurer.
- 132 5. Following each retreat, a final statement of remaining merchandise inventory is given
133 to the committee. This statement should be included in the chairperson's final report.
- 134 6. In addition to the statement of remaining inventory, a complete set of records showing
135 all orders for merchandise, expenditures, and sales should be given to the Retreat
136 Treasurer to assure accountability for all merchandise and expenditures.
- 137 7. Clean time requirement – 2 years

138 Although these steps may seem a bit excessive, they are necessary to ensure that proper
139 accountability is always maintained. Additionally, using a set of established guidelines makes
140 merchandising easier to handle. We have a responsibility to ensure that our fellowship, and not
141 individuals, is the beneficiary of funds generated at NA functions.
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143 **FUND DISTRIBUTION:**

144 The main task of the Retreat Subcommittee is to facilitate a retreat for the purpose of celebrating
145 recovery. It is important to understand that retreats are not a funding source of Narcotic
146 Anonymous and are not established to support special projects or the specific interests of the ASC.
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148 **PRUDENT RESERVE:**

149 A prudent reserve should be established to provide a startup fund for the next retreat. Once a
150 prudent reserve has been established, the next consideration will be surplus funds over and above
151 the prudent reserve. All funds over the established prudent reserve will be turned over to the ASC.
152 The prudent reserve is 1,000. The prudent reserve amount cannot be modified by the Retreat
153 Subcommittee without approval of the GSRs at the ASC.
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