

***UNITY RETREAT COMMITTEE GUIDELINES***  
***OF***  
***THE LAUREL MT. HIGHLANDS AREA OF NARCOTICS***  
***ANONYMOUS***

- I. Name: The name of this committee is the Laurel Mountain Highlands Area Unity Retreat of Narcotics Anonymous. For the purpose of these guidelines the term L.M.H.A.U.R. Will be used.
- II. Purpose of Committee:
- A. To organize an annual unity retreat as a method of raising funds to support our areas primary purpose.
  - B. To foster unity with the area and N.A. as a whole.
- III. Procedure:
- A. To hold a monthly meeting to conduct business of the retreat committee.
  - B. Committee is to be comprised of...
    - 1. Unity Retreat Chair
    - 2. Unity Retreat Vice Chair
    - 3. Secretary
    - 4. Treasurer
    - 5. Programming Chair
    - 6. Registration Chair
    - 7. Concessions Chair
    - 8. Activities Chair
    - 9. Merchandising Chair
    - 10. Other willing L.M.H.A. Members
- IV. Requirements
- a. Chair (clean time requirements refer to page 8 ASC Guidelines)
    - 1. Chair elected by the area service committee and is to schedule and conduct a monthly meeting for sub-committees and their members.
    - 2. To obtain reports from all elected sub-committee chairs, collate reports for presentations for the areas monthly meeting.

3. To report any area concerns at the monthly meeting.
  4. Chair needs to assume active role in all sub-committee meetings.
  5. Chair is to act as liaison between retreat site contact person and Unity Retreat Committee.
  6. Also be a signer for retreat committee checking account.
- b. Vice Chair
1. To be voted in by the retreat committee and suggested two years clean and/or a minimum of one year clean.
  2. To take an active part in the direction of the committee, working closely with the Chairperson, assisting with organizational duties at the committee meetings.
  3. In the absence of the Chairperson, to conduct the committee meetings and to see that all committee responsibilities and projects progress with continuity.
  4. In absence of sub-committee chairpersons, assist those sub-committees in completing their tasks.
  5. In the event the Chairperson is unable to complete their term, the Vice Chairperson will receive an automatic nomination from the committee for the Chairperson position.
  6. Also be a signer for retreat committee checking account.
- c. Secretary
1. To be voted in by the retreat committee and suggested one year clean and/or minimum of six months clean.
  2. Maintain an accurate attendance sheet recording all retreat trusted servant's attendance.
  3. Prepare and present monthly status report at the monthly retreat meeting.
  4. Take minutes of all Unity Retreat meetings attended and have them typed and ready to distribute to the Unity Retreat Chair at the following monthly meeting.

5. Maintain a list of names, addresses and phone numbers of retreat committee members for committee use

d. Treasurer (not a signer)

1. To be voted in by the retreat committee and suggested two years clean and/or minimum of one year clean.
2. Prepare and present monthly status report at the monthly Retreat meeting.
3. Prepare and maintain Unity Retreat checkbook and be responsible for funds once presented to him/her.
4. Present monthly balance sheets and reports to the Unity Retreat Chair or at the Unity Retreat monthly meeting.
5. Along with another trusted servant, collect and deposit funds throughout the calendar year.
6. To disburse start-up funds to respective chairs
7. To maintain a prudent reserve of two thousand dollars and pass down to the L.M.H. A. of N.A. excess funds as a donation.

e. Concessions Chair

1. To be voted in by the retreat committee and have two years clean and/or a minimum of one year clean.
2. To maintain an accurate and current record of all food and beverage related expenses.
3. In the attempt to generate funds, sell refreshments at all committee fundraisers to work with Activities Chair whenever possible.
4. To turn over all collected money to the committee Treasurer.
5. During the retreat, coordinate the preparation and service of all meals to be sold.
6. To maintain archives (minutes and food & beverage purchases) to be handed from Chairperson to Chairperson.

7. On the date of the retreat; the chair will come to the retreat committee for a \$50 start-up fund.

f. Activities Chair

1. To be voted in by the retreat committee and suggested two years clean and/or a minimum of six months clean.
2. To maintain an accurate and current financial record of all activities and fundraisers.
3. To turn over all collected money to the committee Treasurer.
4. Conduct all activities in accordance with L.M.H.A of N.A policies.
5. To plan all activities to take place in the L.M.H.A of N.A. Region.
6. Prepare monthly report and present copy to Unity Retreat Chair.
7. To maintain archives (minutes and fundraiser related information) to be handed from Chairperson to Chairperson.
8. To obtain permission from group/area to use facility for fundraiser.
9. There should be a Minimum of one event per month pertaining to the Unity Retreat fundraiser and to coordinate between Area Actives and Retreat Actives is recommended.
10. Have an operating expense of \$35.00 per event.
11. Shall be responsible for all fundraiser supplies/merchandise of the sub-committee and getting them to fundraiser for events.

g. Merchandising Chair

1. To be voted in by the retreat committee and suggested two years clean and/or a minimum of one year clean.
2. To maintain an accurate and current record of all merchandise related expenses.
3. To turn over all collected money to the committee treasurer.

4. In an attempt to generate funds, attend all committee fundraisers and pursue permission to attend other N.A. events.
5. To present to the committee a variety of merchandise, to be approved by L.M.H.A.N.A.
6. All merchandise shall be the responsibility of the sub-committee Chairperson at all times.
7. During the retreat, maintain a merchandise table.
8. To maintain archives (minutes, merchandise related proposals and purchase records) to be handed from Chairperson to Chairperson.
9. Prepare monthly report and present copy to Unity Retreat Chair.
10. On the date of the retreat; the chair will come to the Retreat committee for a \$50 start-up fund.

h. Programming Chair

1. To be voted in by the retreat committee and suggested two years clean and/or a minimum of one year clean.
2. To prepare and distribute to L.M.H.A. of N.A meetings and make available at retreat fundraisers, volunteer speaker/chairperson sign up sheets.
3. To collect sign up sheets from the G.S.R.'s
4. Select chairpersons and speakers for fundraisers.
5. Select chairpersons, speakers and topics for Unity Retreat Workshops. (All main retreat speakers must be approved by the Unity Retreat committee)
6. To use a sign up sheet as the suggested source for selecting allotted chairpersons and speakers.
7. Prepare written schedule including workshop times and locations.

8. To maintain archives (minutes and selected speakers/ chairpersons related information) to be handed from Chairperson to Chairperson.
9. No member of the program subcommittee shall be chairperson or speaker at any retreat workshop.
10. We shall use the Serenity Prayer as the closing prayer at Retreat workshops, main-speakers, etc.
11. Prepare monthly report and present to Unity Retreat Chair. .
12. Program chair will provide the 3 main speakers one registration of choice for the weekend. And will fill out the proper registration form as soon as possible. (to avoid over booking)

. Registration Chair

1. To be voted in by the retreat committee and suggested two years clean and/or a minimum of one year clean.
2. To maintain an accurate and current receipt book related to all retreat registrations, with a backup record
3. To turn over all collected money to the committee treasurer.
4. In the attempt to generate registrations, attend all committee fundraisers, and pursue permission to attend other N.A. events.
5. During the retreat maintain a registration table.
6. Maintain archives (minutes and registration records) to be handed from Chairperson to Chairperson.
7. Prepare monthly report and present copy to Unity Retreat Chairperson.
8. On the date of the retreat; the chair will come to the Retreat committee for a \$50 start-up fund.
9. Maintain accurate head count for disbursement of final payment.

j. Voting Participants

1. The voting participants of this Unity Retreat Committee shall be the chairs and sub-committee members, and all interested participants. This does not pertain to removal of a trusted servant from their position.

- k. Resignation/Removal of Trusted Servants: A trusted servant will be removed from their position for noncompliance, this includes:
  - 1. Loss of abstinence.
  - 2. Absence from 3 (three) Area Service Committee Meetings for chair and 3 (three) for sub- committee chairs at Retreat monthly meeting in their service year.
  - 3. Non-fulfillment of the duties of their position as stated in these guidelines. Removal for non-fulfillment requires a 2/3-majority vote of the Chairperson of the sub-committee.

l. Reimbursement of Funds

- 7. All expenses incurred while performing the duties of their position will be reimbursed providing there is a receipt.

V. Amendment of Guidelines

These guidelines and policy motions may be amended at any LMHANA ASC or L.M.H.A.U.R. Retreat meeting by a 2/3-majority vote of the quorum.

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