

37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89

ARTICLE IV

Requirements

Section I: Trusted Servants:

1. Chair (clean time requirements refer to page 8 ASC Guidelines)
 - a. Chair elected by the area service committee and is to schedule and conduct a monthly meeting for sub-committees and their members.
 - b. To obtain reports from all elected sub-committee chairs, collate reports for presentations for the areas monthly meeting.
 - c. To report any area concerns at the monthly meeting.
 - d. Chair needs to assume active role in all sub-committee meetings.
 - e. Chair is to act as liaison between retreat site contact person and Unity Retreat Committee.
 - f. Also be a signer for retreat committee checking account.
2. Vice Chair
 - a. Vice Chair elected by the area service committee and suggested two years clean and/or a minimum of one year clean.
 - b. To take an active part in the direction of the committee, working closely with the Chairperson, assisting with organizational duties at the committee meetings.
 - c. In the absence of the Chairperson, to conduct the committee meetings and to see that all committee responsibilities and projects progress with continuity.
 - d. In absence of sub-committee chairpersons, assist those sub-committees in completing their tasks.
 - e. 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.
 - f. Also be a signer for retreat committee checking account.
3. Secretary
 - a. To be voted in by the retreat committee and suggested one year clean and/or minimum of six months clean.
 - b. Maintain an accurate attendance sheet recording all retreat trusted servant's attendance.
 - c. Prepare and present monthly status report at the monthly retreat meeting.
 - d. 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.
 - e. Maintain a list of names, addresses and phone numbers of retreat committee members for committee use
4. Treasurer (not a signer)
 - a. To be voted in by the retreat committee and suggested two years clean and/or minimum of one year clean.
 - b. Prepare and present monthly status report at the monthly Retreat meeting.
 - c. Prepare and maintain Unity Retreat checkbook and be responsible for funds once presented to him/her.
 - d. Present monthly balance sheets and reports to the Unity Retreat Chair or at the Unity Retreat monthly meeting.
 - e. Along with another trusted servant, collect and deposit funds throughout the calendar year.
 - f. To disburse start-up funds to respective chairs
 - g. To maintain a prudent reserve of an amount specified in the LMHANA ASC guidelines and pass down to the L.M.H.A. of N.A. excess funds as a donation.

- 90 5. Activities Chair
- 91 a. To be voted in by the retreat committee and suggested two years clean and/or a
- 92 minimum of six months clean.
- 93 b. To maintain an accurate and currant financial record of all activities and fundraisers.
- 94 c. To turn over all collected money to the committee Treasurer.
- 95 d. Conduct all activities in accordance with L.M.H.A of N.A policies.
- 96 e. To plan all activities to take place in the L.M.H.A of N.A. Region.
- 97 f. Prepare monthly report and present copy to Unity Retreat Chair.
- 98 g. To maintain archives (minutes and fundraiser related information) to be handed from
- 99 Chairperson to Chairperson.
- 100 h. To obtain permission from group/area to use facility for fundraiser.
- 101 i. There should be a Minimum of TWO events per year up to the Unity Retreat and
- 102 coordination between Area Actives and Retreat Actives is recommended.
- 103 j. Shall be responsible for all fundraiser supplies/merchandise of the subcommittee and
- 104 getting then to fundraiser for events.
- 105
- 106 6. Merchandising Chair
- 107 a. To be voted in by the retreat committee and suggested two years clean and/or a
- 108 minimum of one year clean.
- 109 b. To maintain an accurate and current record of all merchandise related expenses.
- 110 c. To turn over all collected money to the committee treasurer.
- 111 d. In an attempt to generate funds, attend all committee fundraisers and pursue permission
- 112 to attend other N.A. events.
- 113 e. To present to the committee a variety of merchandise, to be approved by L.M.H.A.N.A.
- 114 f. All merchandise shall be the responsibility of the sub-committee Chairperson at all
- 115 times.
- 116 g. During the retreat, maintain a merchandise table.
- 117 h. To maintain archives (minutes, merchandise related proposals and purchase records) to
- 118 be handed from Chairperson to Chairperson.
- 119 i. Prepare monthly report and present copy to Unity Retreat Chair.
- 120 j. On the date of the retreat; the chair will come to the Retreat committee for a \$50 start-up
- 121 fund.
- 122
- 123 7. Programming Chair
- 124 a. To be voted in by the retreat committee and suggested two years clean and/or a
- 125 minimum of one year clean.
- 126 b. To prepare and distribute to L.M.H.A. of N.A meetings and make available at retreat
- 127 fundraisers, volunteer speaker/chairperson sign up sheets.
- 128 c. To collect sign up sheets from the G.S.R.'s
- 129 d. Select chairpersons and speakers for fundraisers.
- 130 e. Select chairpersons, speakers and topics for Unity Retreat Workshops. (All main retreat
- 131 speakers must be approved by the Unity Retreat committee)
- 132 f. To use a sign up sheet as the suggested source for selecting allotted chairpersons and
- 133 speakers.
- 134 g. Prepare written schedule including workshop times and locations.
- 135 h. To maintain archives (minutes and selected speakers/ chairpersons related information)
- 136 to be handed from Chairperson to Chairperson. 9. No member of the program
- 137 subcommittee shall be chairperson or speaker at any retreat workshop.
- 138 i. We shall use the Serenity Prayer as the closing prayer at Retreat workshops, main-
- 139 speakers, etc.
- 140 j. Prepare monthly report and present to Unity Retreat Chair. .
- 141 k. Program chair will provide the 3 main speakers one registration of choice for the
- 142 weekend. And will fill out the proper registration form as soon as possible. (to avoid
- 143 over booking)

- 144 8. Registration Chair
145 a. To be voted in by the retreat committee and suggested two years clean and/or a
146 minimum of one year clean.
147 b. To maintain an accurate and current receipt book related to all retreat registrations, with
148 a backup record
149 c. To turn over all collected money to the committee treasurer. 4. In the attempt to generate
150 registrations, attend all committee fundraisers, and pursue permission to attend other
151 N.A. events.
152 d. During the retreat maintain a registration table.
153 e. Maintain archives (minutes and registration records) to be handed from Chairperson to
154 Chairperson.
155 f. Prepare monthly report and present copy to Unity Retreat Chairperson.
156 g. On the date of the retreat; the chair will come to the Retreat committee for a \$50 start-up
157 fund.
158 h. Maintain accurate head count for disbursement of final payment.

- 159
160 9. Fire Ring Chair
161 a. To be voted in by Retreat Committee and have a suggested 6 months clean time.
162 b. Prepare monthly report and present a copy to Unity Retreat Chairperson.
163 c. Ensure sufficient supply of firewood is ready and on hand for Unity Retreat Event.
164 d. Confirm and conduct with facility location and count of fire rings.
165 e. At retreat ensure proper placement of fire rings as per facility requirements.
166 f. Attend all Unity Retreat events including the retreat.
167 g. Distribute fire wood to all fire ring locations.
168 h. Start and maintain all fires at all amphitheater events during the retreat.
169 i. Have a lighter at all times.

- 170
171 10. Recording Chair
172 a. To be voted in by Unity Retreat Committee and a suggested 1- year clean time.
173 b. Prepare monthly report and present a copy to Unity Retreat Chairperson.
174 c. Attend and record speakers at all Unity Retreat functions including the Retreat.
175 d. To maintain and prepare all recording devices for all Unity Retreat events.
176 e. To organize and place recording devices at all workshops during all Unity Retreat events.
177 f. To work with Programming Chair to help get all speaker waivers signed and collected.
178 g. To work with LMHANA website to get all recordings uploaded to LMHANA Website.

179
180 **Section II: Voting Participants:**

- 181 1. Voting Participants
182 a. The voting participants of this Unity Retreat Committee shall be the chairs and/or an
183 alternate subcommittee member delegated as a voting participant in the event of the
184 chair's absence. This does not pertain to removal of a trusted servant from their position.
185 b. Trusted servants of the UR subcommittee shall be elected each year in November to fill
186 all positions, aside from the UR chair & vice chair.
187 c. Regardless of when when UR trusted servants are elected, all positions are open for
188 nominations in November
189 d. The entire UR subcommittee who is elected in November will utilize December as a
190 transitional period, and full responsibilities will begin in January.
191 e. No UR trusted servant shall be eligible to serve more than two terms consecutively in
192 the same position.

193
194
195
196

197 **Section III: Resignation/Removal of Trusted Servants:**

- 198 1. Resignation/Removal of Trusted Servants: A trusted servant will be removed from their position
199 for noncompliance, this includes:
200 a. Loss of abstinence.
201 b. Unexcused absence from 3 (three) Area Service Committee Meetings for chair and 3
202 (three) for sub- committee chairs at Retreat monthly meeting in their service year.
203 c. Non-fulfillment of the duties of their position as stated in these guidelines. Removal for
204 non-fulfillment requires a 2/3-majority vote of the Chairperson of the sub-committee.
205

206 **Section IV: Reimbursement of Funds**

- 207 1. Reimbursement of Funds
208 a. All expenses incurred while performing the duties of their position will be reimbursed
209 providing there is a receipt.

210

211 **ARTICLE V**
212 **Amendment of Guidelines**

213
214 These guidelines and policy motions may be amended at any LMHANA ASC meeting by a 2/3majority
215 vote of the quorum. After the motion to amend has been made it will be tabled/returned to the LMHANA
216 groups for their conscience and then voted at the next ASC.
217

218

219

220

221

222

223

224

225

226

227

228

229

230

231

232

233

234

235

236

237