

2022 ACA MONTEREY BAY INTERGROUP RETREAT COMMITTEE DUTIES
(As of September 15, 2021)

| Position | Duty Descriptions |
|--|---|
| <p align="center">Jeannie Chairperson</p> | <ul style="list-style-type: none"> • Manages Retreat planning • Oversees all Committee positions • Finds replacements for Committee positions which become vacant • Sets Committee meeting dates with Committee • Prepares agendas for each Committee meeting • Chairs all Committee meetings held to coordinate Retreat • Prepares Intergroup reports using Committee meeting minutes • Gives reports at Intergroup meetings after each Committee meeting • Sends thank you cards to Workshop Leaders |
| <p align="center">Renée Secretary</p> | <ul style="list-style-type: none"> • Develops and maintains list of Committee members, positions, email addresses and phone numbers for distribution to Committee members • Takes minutes at Committee meetings and distributes same to Committee members prior to next Committee meeting for approval |
| <p align="center">Jeannie Program Chair</p> | <ul style="list-style-type: none"> • Works closely with the Workshop Leaders prior to Retreat • Works with the Workshop Leaders to set the Retreat time schedule • Drafts welcome letter and Retreat schedule on back of letter for distribution to Registrants • Drafts, revises and prints the Retreat script for committee approval • Responsible for providing all readings at meetings • Assists Hospitality Chair with coordination of volunteers |
| <p align="center">Kyhiera Literature</p> | <ul style="list-style-type: none"> • Purchases and brings literature [and notebooks] for sale • Arranges with Treasurer to have petty cash available for purchasers • Keeps track of literature sales and reports to Treasurer • Arrives early to Retreat to set up |

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| <p align="center">Renée Registration Chair Shari Assisting</p> | <ul style="list-style-type: none"> • Oversees online registration process • Reports to Committee on registration numbers • Registers those who are unable to register on-line themselves • [Oversees scholarship process (if any)] • Oversees cancelation process • Manages room assignments • Provides a list of volunteers and contact information to Program and Hospitality Chairs • E-Mails rooms assignments to facility two weeks prior to Retreat • Update room assignments and number of Registrants to facility prior to Retreat • Reconciles registration funds with Treasurer |
| <p align="center">Jeannie Contracts</p> | <ul style="list-style-type: none"> • Signs contract with Retreat facility and ensures deposit paid in timely manner • Acts as prime point person with facility prior to Retreat (<i>e.g.</i>, discusses menus, submits “Needs Request Form,” provides room guarantee to facility from Registration Chair • Obtains final facility invoice and arranges payment by Treasurer |
| <p align="center">Shari Treasurer</p> | <ul style="list-style-type: none"> • Manages all Retreat Committee accounting • Sends any necessary deposits to retreat site • Drafts/maintains/updates Retreat budget with Committee • Provides financial reports at each Committee meeting • Provides refunds and reimbursements as needed in concert with Registration Chair • Collects the 7th Tradition donations during the Retreat • When final facility invoice has been approved, makes final payment to Retreat facility |

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| <p align="center">Beverle Retreat House Liaison</p> | <ul style="list-style-type: none"> • Arrives 2 hours prior to check in • Meets facility host, confers re duties and contact information • Obtains Radio for emergency contact (if available) • During check-in, stays in registration area, available to Registrants and Committee members • Point person during the Retreat to help with questions or complaints re facilities and kitchen • Coordinates with facility host re any necessary announcements |
| <p align="center">Evie Publicity</p> | <ul style="list-style-type: none"> • Coordinates with Program Chair and Committee to gather pertinent information for publication/distribution • Responsible for production and distribution of Retreat marketing material, including flyer to Intergroup representatives for distribution at meetings and Intergroup Website • Works with Registration to assist in website registration |
| <p align="center">Victoria Hospitality Coordinator</p> | <ul style="list-style-type: none"> • Arrives at least 2 hours before check in • Obtains contact information from Registration Chair of Registrants volunteering • Signs up volunteer greeters for one hour shifts on Friday afternoon/evening in Registration • Assists in Signage at Retreat Site • Provides informal orientation to those who need help • In charge of any Registrants' nametags • Arranges an optional Friday evening icebreaker (can delegate the facilitation and coordination of this activity) • Buys necessary craft supplies and sets up fun area • Coordinates with Workshop Leaders re needs |

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| Shari and Evie Evening Entertainment Co-Hosts | <ul style="list-style-type: none"> • Responsible for arranging any board games, karaoke, etc. for Saturday night • Facility provides stage, and may arrange talent show, karaoke, etc. |
| Dottie God Can Wizard/Wizardress | <ul style="list-style-type: none"> • Explains what the God Can Is and location at the beginning of the meeting • Provides a vessel to be used as the God Can and arranges to have the paper and pens for use at the God Can site • Lead ceremony for burning God Can contents at end of retreat prior to lunch • (May coordinate with Bonfire Master) |
| (Need) Bonfire Master | <ul style="list-style-type: none"> • Works with Retreat Liaison to find firepit and wood source (if wood necessary) • Responsible to light and maintain fire |
| (Need) Beverages Coordinator | <ul style="list-style-type: none"> • Purchases and transports beverages for consumption outside dining room hours to proper facility location (will be reimbursed) • Maintains the location with beverages and coffee (with kitchen) • Makes sure facility is maintaining coffee and tea areas during Retreat |
| Desi | <ul style="list-style-type: none"> • Assisting in Logo, Program and Flyer preparation |
