

# North East Freedom Area Spiritual Retreat Policy

Updated 2024

The Northeast Freedom Area encompasses the northeast area of the city/county of Baltimore within the state of Maryland, and is within the Free-state region, autonomy zone, of Narcotics Anonymous.

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## **I. Name:**

- a. The name of the retreat is the North East Freedom Area (NEFA) Spiritual Retreat (NEFASR). The title of the NEFASR is “NEFA Spiritual Retreat” immediately followed by a Roman numeral, designating the sequential occurrence of the retreat.
- c. The theme of the NEFASR will be chosen each year by the NEFASR committee.
- d. The name of this committee is the NEFASR committee.

## **II. Purpose of the NEFASR and committee:**

- a. To foster unity within the North East Freedom Area and NA as a whole.
- b. To organize an annual retreat as a method of raising funds to support NA’s primary purpose.
- c. To hold regular meetings, as needed, to conduct business of the NEFASR committee.

## **III. Structure of Committee:**

- a. The NEFASR committee is comprised of the following administrative positions:
  - 1. Chairperson (referred to herein as “chair”)
  - 2. Vice Chairperson (referred to herein as “vice chair”)
  - 3. Secretary
  - 4. Treasurer
  - 5. Vice Treasurer
- b. The NEFASR committee is also composed of the following ten subcommittees each

headed by a chairperson (referred to herein as “subcommittee chair”).

1. Activities
2. Arts and Graphics
3. Auction
4. Culinary (If needed depending on camp package – tbd each year)
5. Fundraising
6. Hospitality
7. Merchandise
8. Policy
9. Programming
10. Registration
11. Technology

#### **IV. Voting Participants**

A. The voting participants of this committee shall be the Vice Chair, Secretary, Treasurer, and all 11 Subcommittee Chairs or designee, one vote per subcommittee, with the chair only voting in the case of a tie. Two-thirds voting members are required to make a quorum for policy changes. A minimum of 4 voting members is needed to conduct business. Any Abstentions will be counted as a no (amended 09/2023)

#### **V. Resignation/ Removal of Trusted Servants**

A. A trusted servant may be removed from their position for non-compliance.

This includes:

1. Loss of clean time
2. Inexcusable absence of 2 consecutive meetings for chair, vice chair, secretary, treasurer, and subcommittee chairs at the regularly scheduled NEFASR committee meetings.

3. Non- fulfillment of the responsibilities of their position as stated in these guidelines.
4. In the event that the chair is unable to complete their term, the vice chair will assume the role of the chair without election by the NEFASR committee. A new vice chair will then be elected by the NEFASR committee.
5. In the event that a NEFASR committee member must be absent from a regularly scheduled NEFASR committee meeting, or other required attendance, the member should contact the NEFASR chair or vice chair as soon as possible. Failure to do so will be considered an unexcused absence.
6. Removal of NEFASR committee members for non-fulfillment of responsibilities require a two-thirds majority vote.

#### **VI. Reimbursement of Funds:**

- A. Expenses incurred by NEFASR committee members in the performance of the duties of their position as described herein will be reimbursed by the NEFASR committee upon the furnishing of a receipt.
- B. Any purchases must be pre-approved by the NEFASR committee.

#### **VII. Disbursement of Funds (donation):**

- A. At the conclusion of the retreat after all financial obligations are paid, the outgoing committee will disperse the donation in the following manner.
  1. 10% will be donated to Northeast Freedom Area Service
  2. 10% will be donated to an NA related cause of the committee's choice. The recipient will be determined at the Turn-Over Meeting
  3. 80% will be left in the NEFASR Account for Next Year's Retreat

#### **VIII. Amendment of Policy:**

- A. This policy may be amended at any NEFASR meeting by a two-thirds majority vote.

## **IX. NEFASR Committee Meetings:**

A. NEFASR committee meetings will be held once a month.

B. All committee members and subcommittee chairs are responsible for attending all meetings.

If these members are unable to attend then a subcommittee vice chair or designated attendee may attend in their place. Please communicate with the chair if you are unable to attend and who will be attending in your place.

C. All committee members and subcommittee chairs are responsible for preparing a report to go over at committee meetings and this report needs to be given to the secretary 3 days prior to the board meeting to be processed and stored in the NEFASR archives.

## **X Turnover**

A. At the Turn-Over Meeting all committee attendees will have a vote only for voting in the new host committee.

## **XI Committee Members**

### **Chairperson (minimum 5 years clean time required)**

1. Schedule and conduct regular NEFASR committee meetings.
2. Attend monthly ASC meetings and present reports unless another subcommittee chair is appointed to do so.
3. Incorporate information obtained from NEFASR subcommittees into a report and provide to the ASC at the monthly ASC meetings.
4. Prepare and present current status reports, including any concerns, to the NEFASR committee.
5. Maintain an active role in NEFASR subcommittees.
6. Serve as Co-signer for the NEFASR checking account.
7. Prepare a proposed agenda for each NEFASR committee meeting that will become binding upon the vote of the committee.

8. Suggest, coordinate, organize, delegate, follow-up, and in general help generate enthusiasm for the projects planned by the retreat committee.
9. Prepare and submit a yearly budget at the retreat committee within three months of election.
10. Review the annual insurance policy to ensure that it is current and up to date.
11. Schedule and facilitate a turnover meeting for the following year's retreat.

*ASC Policy Chair via the NEFASR Chair*

4. Prepare and present current status reports to the NEFASR committee.
5. Report any conflicts or lack of clarity in the policy, or proposed policy, to the NEFASR committee.
6. Provide explanation, analysis, and/ or recommendations of the policy or proposed policy to the NEFASR committee and provide support and assistance to the NEFASR chair in the event that the ASC requests explanation, analysis, or recommendations of the NEFASR policy.
7. Maintain all minutes of the NEFASR committee meetings.
8. Oversee storage of the archives of the NEFASR committee at the designated storage facility.
9. Adhere to NA world policy on social media and include no personal information including phone numbers and full names in accordance with our 11<sup>th</sup> tradition.

**Vice-Chairperson (minimum 4 years)**

1. Serve as liaison to NEFASR site representatives.
2. Take an active role in the direction of the committee, working closely with the chair, and assisting with organizational duties at committee meetings.
3. In the absence of the chair, conduct the NEFASR committee meetings and ensure that all committee responsibilities and projects progress with continuity.
4. Prepare and present current status reports to the NEFASR committee.
5. In the absence of a subcommittee chair, assist subcommittee members as necessary in the completion of their tasks.

6. Serve as a cosigner for the NEFASR checking account. Ensure the NEFASR dates are placed on the NA World services calendar, in the NA newsletter, and on the NEFA and regional NA websites. Moved to Technology
7. Attend as many subcommittee meetings as possible.
8. In the absence of the chairperson, attend monthly ASC meetings, unless another subcommittee chair will be attending/ reporting, and submit written reports of all projects and activities of the NEFASR committee including financial information.
9. In the event that the chairperson is unable to complete their term, the vice-chairperson will immediately take on the role of chairperson without needing to be voted in.

**Secretary (minimum 1 year clean time required)**

1. Maintain a current list of the names, addresses, phone numbers, and email addresses, of all NEFASR committee members for committee use.
2. Maintain an attendance sheet for the NEFASR committee meetings.
3. Record minutes of committee meetings.
4. Prepare minutes in typewritten form and have a sufficient number of copies made for distribution to committee members at subsequent meetings and email copies to all trusted servants on the current email list.
5. Maintain copies of all minutes of the NEFASR committee meetings.

**Treasurer (minimum 5 years clean time required)**

1. Open/Maintain a non-profit checking account for the NEFASR. There should be three signers on the account, to include the treasurer, vice treasurer and chairperson.
2. Open a post office box for the NEFASR.
3. Maintain the NEFASR checking account and checkbook. (Each year the committee is responsible for paying their own expenses)
4. Be responsible for the start-up funds and additional funds presented by the committee and various subcommittees. Always maintain cash in hand in a secure manners.

5. Prepare and present current status reports to the NEFASR committee.
6. Make regular and timely payments for rent of the NEFASR storage facility. (If applicable)
7. On the day of the NEFASR, disburse start-up funds to respective subcommittee chairs unless otherwise previously re-delegated. The disbursement of funds must be made directly to the subcommittee chair.
8. Deliver, in person, a full financial report of the retreat to the NEFASR committee upon completion of the retreat.
9. Disburse and collect funds as necessary in accordance with the committees' decisions.
10. Deposit all collected funds within 72hrs of receipt of said funds.

**Vice Treasurer (minimum 4 years)**

1. Be responsible for the start-up funds and additional funds presented by the committee and various subcommittees. Always maintain cash in hand in a secure manners.
2. Prepare and present current status reports to the NEFASR committee in absence of the treasurer.
3. Make regular and timely payments for rent of the NEFASR storage facility. (If applicable)
4. On the day of the NEFASR, disburse start-up funds to respective subcommittee chairs unless otherwise previously re-delegated. The disbursement of funds must be made directly to the subcommittee chair.
5. In absence of the treasurer vice treasurer will assume all treasurer responsibilities.

**Activities Chairperson (minimum 3 years clean time required)**

1. Designate vice-chair and subcommittee members where practical.
2. Maintain current and accurate financial records of all activities.
3. Submit all funds generated through activities to the NEFASR treasurer within 72hrs of receipt of said funds.
4. Prepare and present current status reports to the NEFASR committee.
5. Maintain archives of subcommittee meeting minutes.
6. Organize and carry out pre-approved activities during the NEFASR.

(ex. Guided meditations, yoga, drumming circles, messages, guided hikes, games, tournaments, etc.)

**Arts and Graphics Chairperson (minimum 1 year clean time required)**

1. Designate vice-chair and subcommittee members where practical.
2. Maintain current and accurate financial records.
3. Prepare and present current status reports to the NEFASR committee.
4. Retain original and electronic copies of all artwork used and created for each retreat.
5. Maintain names, addresses, phone numbers, emails, website addresses, etc. of all vendors for future use.
6. Organize and run the NEFASR logo contest, banner printing, and all signage used during
7. Upon completion of the logo contest present three designs to the NEFASR committee for the winner to be approved.
8. Ensure that one free NEFASR T-shirt is awarded to the retreat logo contest winner, in coordination with the merchandise subcommittee chair.
9. Be responsible for the placement, collection, and creation of all directional road signs as well as signs and banners on the campgrounds.
10. Supply artwork to the merchandise and registration subcommittees for NEFASR merchandise and registration gifts.
11. Supply artwork to other NEFASR subcommittees as needed.
12. Obtain signed artist releases for all artwork used by the NEFASR.
13. Create and maintain the NEFASR shadow boxes, including storage, and create new shadow boxes as needed.

**Auction Chairperson (minimum 1 year clean time required)**

1. Designate vice chair and subcommittee member where practical.
2. Make flyers for collection of NA memorabilia and distribute flyers to all ASC meetings in the free state region.
3. Request NA memorabilia from NA members on NA websites, conventions, and on Facebook.



4. Organize a list of items to be auctioned during the NEFASR.
5. Designate two people to run the auction at the NEFASR.

**Fundraising Chairperson (minimum 3 years clean time required)**

1. Designate vice chair and subcommittee members where practical.
2. Coordinate and host fundraising events for the NEFASR. All events must be approved by the NEFASR committee.
3. Coordinate fundraising activities with the NEFA, Free State Region Special Events Subcommittees, and local NA Conventions.
4. Maintain an accurate and current financial record of all activities and other related expenses.
5. Submit all funds generated through fundraising activities/ events to the NEFASR treasurer within 72hrs of receipt of said funds.
6. Receipts must be obtained for the expenditure of funds from the operating budget and surrendered to the NEFASR treasurer in a timely manner.
7. Coordinate with the merchandise subcommittee chair for fundraiser supplies and merchandise.
8. Maintain archives of subcommittee meeting minutes and fundraisers.
9. Responsibility for the handling of cash at a fundraising event/ activity may be re-delegated from the subcommittee chair to a sole individual at any given time during an event, activity, or at the NEFASR. Individuals with access to cash must have at least 18 months of clean time. Cash must be maintained in a secure manner at all times.
10. Maintain archives to be handed from chairperson to chairperson.
11. Coordinate with NA groups to use existing meeting facilities for NEFASR fundraising activities where appropriate.

**Hospitality Chairperson (minimum 1 year clean time required)**

1. Designate vice chair and subcommittee members where practical.
2. Maintain current and accurate financial records of all purchases.
3. Submit any generated funds to the NEFASR treasurer within 72hrs of receipt of said funds.
4. Prepare and present current status reports to the NEFASR committee.
5. Maintain archives of subcommittee meeting minutes and activities for use of future subcommittee chairs.
6. Perform a pre-retreat inspection of every cabin, bathroom, and building used by the NEFASR (as agreed upon with the camp). This is to note areas that are unclean, inoperable, or unavailable. Bring the inspection results to the chair. Based on that discussion, this subcommittee and other NEFASR committee members may take appropriate action to rectify noted problem areas.
7. To maintain general order of the camp throughout the weekend:
  - a. Ensure bathrooms are operable, clean, and stocked with supplies such as paper products and trash bags. This includes the male and female bathhouse and bathrooms in the dining hall and merchandise cabin.
  - b. Routinely check all general use trash cans and empty as needed.
  - c. Ensure all camp areas and buildings are generally kept free of trash and debris.
8. Coordinate volunteers. Assign duties to all newcomer package recipients and other NA members who wish to be of service during the NEFASR and subsequent Sunday clean up. Volunteer duties include but are not limited to hospitality duties.
9. Designate NA members to serve on the hug squad and provide them with T-shirts and permanent markers.
10. Designate fire keepers. Fire keeper duties are to ignite, monitor, maintain, and extinguish torches and bonfires in the main fire pit and other fire pits on Friday and Saturday evenings between hours that will be determined. The main fire pit is to also be lit for the Sunday speaker and must be fully extinguished by the close of the NEFASR.
11. Perform a check out inspection of every cabin, bathroom, buildings, and other areas

including fire pit areas used by the NEFASR. This is to gather any items and trash left behind the campers. Note any areas where damage occurred and ensure that all areas are clean and have been returned to the condition existing prior to the NEFASR as indicated by the pre-retreat inspection.

**Merchandise Chairperson (minimum 3 years clean time required)**

1. Designate vice-chair and subcommittee members where practical
2. Maintain current and accurate financial records of all merchandise related expenses.
3. Submit all funds generated through the sale of merchandise to the NEFASR treasurer within 72 hrs of receipt of said funds.
4. Prepare and present current status reports to the NEFASR committee.
5. Maintain archives of subcommittee meeting minutes, merchandise related proposals, and purchase records for future use.
6. Present to the NEFASR committee a variety of merchandise for fundraising purposes and sale during the NEFASR with the exception of registration gifts (see registration chair). All merchandise selected for the NEFASR must be approved by the NEFASR committee.
7. Attend all NEFASR fundraisers. Pursue and obtain permission from the NEFASR committee to attend other NA events to sell NEFASR merchandise. Coordinate attendance with the appropriate NA event representatives.
8. All NEFASR merchandise shall be the responsibility of the merchandise subcommittee chair at all times.
9. Operate and maintain a merchandise sales table during the NEFASR
10. Prepare and maintain food and beverage sales during the NEFASR if appropriate.
11. Obtain \$50 in startup cash from the NEFASR treasurer on the day of the retreat. The purpose of the startup cash is to make change from sales. Purchases are not authorized.
12. Responsibility for the handling of cash at an event may be re-delegated from the subcommittee chair to a sole individual at any given time during the event. Individuals with access to cash must have at least 18 months clean time. Cash must be maintained in a secure manner at all times.

**Policy Chairperson (minimum 5 years clean time and 1 year ASC experience required)**

1. Organize the NEFASR committee policy in a coherent manner.
2. Update the NEFASR committee policy with approved changes as necessary and provide copies of updated policy to the NEFASR committee members.
3. Ensure that updated copies of the NEFASR committee policy are provided to the ASC and

**Programming Chairperson (minimum 3 years clean time required)**

1. Designate vice-chair and subcommittee members where practical.
2. Prepare and present current status reports to the NEFASR committee.
3. Maintain archives of subcommittee meeting minutes and selected speakers/ chairpersons' information for use of future subcommittee chairs.

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4. Speakers/ chairpersons of the main meetings of the NEFASR must be approved by the NEFASR committee. Programming subcommittee chair shall approve all other speakers/ chairpersons for meetings and workshops. The speakers must not have spoken at the last 2 previous NEFASRs. No programming subcommittee members may serve as speakers at the NEFASR. The serenity prayer and/ or third step prayer will be used at the close of all NEFASR meetings and workshops.
5. Prepare the NEFASR schedule including meeting/ workshop times and locations, special events, meals, and all other activities taking place during the NEFASR for approval by the NEFASR committee. Upon approval, reproduce sufficient quantities of programs, and provide them to the registration subcommittee chair.
6. Provide each of the three main speakers one free registration, one free lodging, all meals, and one free NEFASR T-shirt, coordinating as necessary with the merchandise subcommittee and registration subcommittee chairs. Ensure the completion of registration forms for each speaker and provide to the registration subcommittee chair as soon as possible to avoid overbooking.

7. Lodging provided to the three main speakers shall be for the speaker only. Free lodging consists of either camping or a bunk in a general use cabin.
8. The taping company that is chosen to cover the event will receive two free registrations, two free lodgings, and all meals for two people.
9. Speakers for main speaker meetings must have at least 3 years clean time. Speakers for all workshops must have at least 2 years clean time and all secretaries must have at least one year of clean time.

**Registration Chairperson (minimum 3 years clean time required)**

1. Designate vice-chair and subcommittee members where practical.
2. Maintain records of all NEFASR registrations, lodging/ camping reservations, and meal reservations. This is to avoid overbooking and for disbursement of final payment to NEFASR site representatives.
3. All funds generated through the sale of registration must be submitted to the NEFASR treasurer within 72hrs of receipt of said funds.
4. Prepare and present current status reports, including most current registration numbers and financial status to the NEFASR committee.
5. Maintain archives of subcommittee meeting minutes and registration records for the use of future subcommittee chairs.
6. Present to the NEFASR committee a variety of merchandise for the purpose of registration gifts to be presented to NEFASR registered attendees at the NEFASR. All merchandise must be approved by the NEFASR committee.
7. Routinely check the NEFASR registration email account and respond to inquiries as soon as possible.
8. Organize and maintain a registration table at the NEFASR.
9. Responsibility of handling of cash at an event / NEFASR may be redelegated from a subcommittee chair to a sole individual at any given time during the event / NEFASR. Individuals with access to cash must have 18 months clean time. Cash must be maintained in a secure manner at all times.

10. Remaining registration merchandise is to be given to the merchandise subcommittee chair for use in future fundraising activities or events.

11. In the attempt to generate registrations, the subcommittee chair or a committee member appointed by the subcommittee chair, is to attend all committee fundraisers and ASC meetings, as needed, and pursue permission to attend other NA events.

Request and obtain permission from the appropriate NA representatives to sell NEFASR registrations at NA events.

12. Make available 20 full packages (lodging, meals, and registration) for newcomers (lodging, meals, and registration) for newcomers.

**Technology chairperson (minimum 1 year clean time required)**

1. Maintain Webpage, Facebook Page, and Instagram Page for the spiritual retreat.
2. Keep all pages current with any events and fundraisers.
3. Set-up registration payments online with the treasurer.
4. Ensure the NEFASR dates are placed on the NA World services calendar, in the NA newsletter, and on the NEFA and regional NA websites.
5. Contact/ email Free state region and NEFA webmaster with our registration flyer and contact information to be posted on the regional and NEFA website.

