

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.
1. 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.
2. Designate NA members to serve on the hug squad and provide them with T-shirts and permanent markers.
3. 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.
4. 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 by 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.