

Women's Retreat of Colorado Narcotics Anonymous (WRCNA) Guidelines

- I. WRCNA is open to female addicts only. Attendance is limited by the location and is at the discretion of the hosting groups each year.
- II. Monthly business meeting will be held monthly on a day and at a time and place to be voted upon at the October committee meeting unless that day is on a holiday, in which case, it should be rescheduled.
- III. The September meeting should be a wrap-up meeting, used to discuss what we learned, and finalize all financial issues.
- IV. Elections should be held at the October committee meeting.
- V. Administrative Committee: The WRCNA committee will consist of a Chair, Vice Chair, Treasurer and Secretary.
 - A. Chair (5 years suggested clean time) - guide the planning of, oversee the execution of, and summarizes the final report(s) of WRCNA. This elected trusted servant is responsible for coordination (through experience) of all WRCNA activities and communication (through sharing) of any needs or problems both within the WRCNA committee and onward to the hosting women's groups.
 1. Set the agenda for and chair the monthly business meeting.
 2. Open the monthly meetings at the appropriate time.
 3. Attend each WRCNA meeting with a written report.
 4. Assure that all commitments are being fulfilled.
 5. Chair the Saturday main speaker meeting.
 6. Maintain WRCNA correspondence (from outside sources) and any files of the retreat.
 7. States and puts to vote all legitimate proposals and announces the results of each vote.
 8. Votes only in case of a tie.
 9. Co-signs the WRCNA bank account.
 10. Oversees the dissemination of information through electronic and printed media (flyers, website).
 11. Coordinates all WRCNA subcommittees. This coordination requires the ability to attend meetings of these subcommittees and to work with the Vice Chair to ensure that all parts of WRCNA are progressing smoothly and effectively. The WRCNA Chair assists these subcommittees in setting timelines and meeting deadlines.
 12. Works with WRCNA Treasurer to establish and supervise an overall WRCNA budget using approved forms for tracking income, expenses, and taxes.
 13. Chairs the retreat and handles all final negotiations along with the WRCNA Treasurer.
 - B. Vice Chair (4 years suggested clean time) - Works under the direction of the Chair, performing all duties necessary for successful completion of all WRCNA activities and events.
 1. Attend each WRCNA meeting with a written report.
 2. Chair the Sunday morning speaker meeting.
 3. Serves as Chair in the absence of the Chair.
 4. Fill in any vacant trusted service position.
 5. Co-signs the WRCNA bank account.
 6. In conjunction with the Chair, coordinates all subcommittees when invited. This coordination requires the ability to attend meetings of these subcommittees and to work with the Chair to ensure that all parts of WRCNA are progressing smoothly and effectively.
 - C. Treasurer (5 years suggested clean time) - Responsible for all WRCNA funds, including income and expenditures. This elected trusted servant is responsible for financial accounting and accountability of WRCNA, not only to the WRCNA committee but also to the hosting groups for that year.
 1. Keep orderly records of all income, expenditures, taxes collected, and expended plus any other financial information necessary to conduct WRCNA business and include this information in monthly reports.
 2. Balance checkbook
 3. Attend each WRCNA meeting with a written report.
 4. Pay P.O. Box when due.
 5. Responsible for security of funds during the retreat itself, when reasonable, deposit any funds within 48 hours.
 6. Works with the Administrative Committee and each subcommittee to prepare an effective proposed budget.
 7. Attend each fundraising event and deposit the money from the event within 48 hours.

8. Keeps an accurate and separate record of Scholarship donations.
9. Co-signs the WRCNA bank account, deposits all revenues within 48 hours and balances the bank account with records at least once a month.
10. Disburses WRCNA funds as directed by the committee.
11. Prepares and makes available to all WRCNA members the appropriate financial forms for income/expenditure tracking.
12. Makes disbursements as approved by WRCNA and only if accompanied by completed, correct forms to which receipts have been attached.
13. Provides a copy of the WRCNA bank account statement (as often as they are received) in all Treasurers' reports.

D. Secretary (1 year suggested clean time) - Responsible for recording minutes and maintaining archives for all WRCNA meetings.

1. Attend each WRCNA meeting and keep accurate minutes and maintain the current (and past) WRCNA archives.
2. Distribute minutes to committee members and Chair within 7-10 days.
3. Keeps on file all WRCNA committee and subcommittee reports.
4. Assembles a final written monthly report.
5. Keeps on hand at each WRCNA meeting a list with phone numbers of all committee members and subcommittee Chairs.
6. Submits all past and present WRCNA records, information, and archives to the next Secretary.
7. Distributes any correspondence from committee members to all concerned committee members.

E. Hosting Group Representative – Responsible for communicating information between WRCNA and the hosting group(s), represents its group's conscience.

1. Attend monthly WRCNA meetings.
2. Submit a written report (if applicable).
3. Vote the group's conscience.

VI. Subcommittee Chairs: The WRCNA Subcommittees consist of Registration, Programs, Fundraising & Entertainment, Merchandise, Web Servant, Print & Display, and Work Crew Coordinator (when a Work Crew is required by the facility).

A. Registration Chair (3 years suggested clean time) - Responsible for registering all participants of the retreat, checking the PO Box, and preparing sleeping arrangements.

1. Keep orderly records of registration, including a waiting list if applicable.
2. Record and then forward monies to the Treasurer.
3. Hold the key and check the mailbox on a weekly basis.
4. Send confirmations to registrants as they come in.
5. Register attendees, assign rooms (if applicable), and make sure contact information is correct.
6. Attend every WRCNA Committee meeting with written report of subcommittee activities.
7. Prepare, for approval, a budget and adhere to that budget.
8. Request disbursements and/or bring in revenues on the approved financial forms and submit all receipts as required.
9. Submit, for approval, a timeline and deadlines for all subcommittee activities.
10. Strive to include people from all Service Areas in the Colorado Region.
11. Obtain a mailing list from the previous WRCNA and maintain a current list for the future Registration Chair.
12. Set costs and cut-off dates of pre- and regular registration. These costs are approved by the WRCNA Committee and are included in the registration flyer.
13. Establish clear deadlines/agendas for registration packet inclusions, buttons made, packets stuffed, etc.
14. Operate effectively with sufficient addicts at the registration table for WRCNA fundraiser events and at the retreat.
15. Keep a careful watch over incoming monies at all times by developing accurate methods with trained volunteers.
16. Maintain the registration table hours at the retreat check-in so as to ensure registration of all addicts who attend.
17. Establish a clear-cut, fiscally sound method (with WRCNA Treasurer) for ensuring records of and receipts for monetary transactions before, during and after the retreat.

18. Prepare, for the Saturday main meeting, the retreat statistics: number in attendance, years of clean time, distance traveled by attendees, and any other items of interest such as number of states represented, etc.
 19. As it is the intent of the individual addict to provide the means for scholarship recipients to participate as fully registered participants of WRCNA, the Scholarship Fund will be tracked separately and accounted for.
- B. Program Chair (3 years suggested clean time) - prepares program (schedule of events) for the retreat, selects speakers and prepares activities for the retreat.
1. Attend every WRCNA Committee meeting with written report of subcommittee activities.
 2. Strive to include members from each Service Area of the Colorado Region.
 3. Prepare, for approval, and adhere to a budget and timeline of tasks.
 4. Request disbursements and/or bring in revenues on the approved financial forms and submit all receipts as required.
 5. Plan all workshops, meetings, and activities at the retreat, in keeping with our spiritual principles.
 6. Keep a schedule with multiple options, allowing for maximal participation.
 7. Prepare a subcommittee approved list of topics and matches the topic to the speaker.
 8. Select all speakers, chairpersons, and readers, involving addicts from all parts of the region.
 9. Main speakers should be chosen as soon as possible. If financially able, WRCNA pays for travel and registration for the Saturday main speaker and Sunday morning speaker. However, consideration should be made for those already attending the event. If selected, air travel should be arranged with the lowest fares possible.
 10. Contact the speakers in writing and confirm all speakers twice before the retreat and follows up with thank you letters after the retreat.
 11. Main speakers must be approved at the WRCNA committee.
- C. Fundraising & Entertainment (3 years suggested clean time) - Responsible for scheduling fundraising events throughout the region.
1. Attend every WRCNA Committee meeting with written report of subcommittee activities.
 2. Strive to include members from each Service Area of the Colorado Region.
 3. Prepare, for approval, and adhere to a budget and timeline of tasks.
 4. Request disbursements and/or bring in revenues on the approved financial forms and submit all receipts as required.
 5. Raise funds that are used to reduce the overall cost of the retreat package to our members and to generate funds to ensure the success of WRCNA.
 6. Arrange venues, times, and types of appropriate fundraisers for WRCNA. These functions should be announced by flyer a minimum of one month prior to the event and should not conflict with any area or regional event, if possible.
 7. Work with the Treasurer to have a written contract for ALL services needed: venues, bands, food, etc.
 8. Collect revenues from the fundraisers, accounting and submitting these funds on the approved financial forms to the WRCNA committee member assigned to that event.
 9. Keep careful watch over incoming funds to prevent losses and accounting errors.
 10. Oversee events that are intended to be a part of WRCNA.
 11. Has sufficient members to handle any on-site clean up, arranging to keep events in accordance with our spiritual principles while we are out in the community.
 12. All activities, merchandise, and budgets must be approved by the WRCNA committee.
 13. Maintain accurate records of and receipts for monetary transactions before, during, and after the retreat.
- D. Merchandise (3 years suggested clean time) - Responsible for selecting and selling merchandise before and during the retreat.
1. Attend every WRCNA Committee meeting with written report of subcommittee activities.
 2. Strive to include members from each Service Area of the Colorado Region.
 3. Prepare, for approval, and adhere to a budget and timeline of tasks.
 4. Request disbursements and/or bring in revenues on the approved financial forms and submit all receipts as required.
 5. Keep careful watch over incoming funds to prevent losses and accounting errors.
 6. All merchandise and budgets must be approved by the WRCNA committee.
 7. Get bids (at least 3 per item) for clothing, t-shirts, sweatshirts, mugs, or any other merchandise items.
 8. Poll WRCNA Committee members and fellowship for desired items for purchase.

9. Purchased items for resale and all outside services will have written contracts with receipts for the Treasurer.
 10. WRCNA will not sell merchandise on consignment.
 11. Has sufficiently trained members to distribute and sell merchandise items at WRCNA events and at any other regional or area events (where allowed).
 12. Merchandise delivery dates should be no later than 2 weeks prior to the retreat.
 13. Maintain a merchandise shop during the retreat.
 14. Provide secure storage of all items during the retreat while the store is closed.
 15. Maintain accurate records of and receipts for monetary transactions before, during, and after the retreat.
 16. After the retreat, pass all remaining merchandise, which has been itemized and accounted for, onto the next WRCNA Administrative Committee at the September WRCNA meeting.
- E. Web Servant (3 years suggested clean time) - responsible for maintaining the retreat website (www.wrcna.org) through www.wix.com and the Facebook Group (WRCNA [year designation i.e. I, II, etc.]).
1. Attend every WRCNA Committee meeting with written report of subcommittee activities.
 2. Prepare, for approval, and adhere to a budget and timeline of tasks.
 3. Request disbursements and/or bring in revenues on the approved financial forms and submit all receipts as required.
 4. Inform NA members about WRCNA through registration flyers, web postings, etc.
 5. Contact the "NA Way" with the dates and location of the retreat as soon as possible.
 6. Contact the WSO for lists of other regions and areas for mailing flyers as soon as they are ready, keeping the list up to date. Paper flyers must be mailed to surrounding regions.
 7. The site must be maintained and updated on a regular basis throughout the year.
 8. Notify the Colorado fellowship of all WRCNA activities and meetings.
 9. Publish a printable registration form for downloading by fellowship members.
 10. Publish activity flyers on the website.
 11. Respond to and forward all WRCNA related email to concerned parties.
 12. Remember, our website may be the first and only contact the fellowship outside of Colorado and the public in general has with our retreat. Please use standards of good taste and ease of accessibility in all aspects of web design.
 13. Create a Facebook Event monthly for the next month's meeting within 10 days of the current month's meeting.
 14. Update the website with changes within 10 days of notification of changes.
- F. Print & Display (3 years suggested clean time) – responsible for printing WRCNA registration forms, flyers, and programs.
1. Attend every WRCNA Committee meeting with written report of subcommittee activities.
 2. Prepare, for approval, and adhere to a budget and timeline of tasks.
 3. Request disbursements and/or bring in revenues on the approved financial forms and submit all receipts as required.
 4. Prepares a flyer for the theme/logo contest to be concluded prior to the January WRCNA meeting.
 5. Prepares approved logo with theme, artwork, dates, and location for photographing and screening.
 6. Designs flyers, registration forms, retreat banner, signs, displays to be used at the retreat (including those directing the disabled and those used for directions and parking). Flyers must be approved by a member of the Administrative Committee, all other printing to be approved by the WRCNA Committee prior to printing/distribution.
 7. Brings registration forms and banner design to the March WRCNA meeting for approval.
 8. Arranges for printing of WRCNA programs.
 9. Printing and all other outside services will have written contracts with receipts for the Treasurer.
 10. Programs need to be small, pocket-sized (or four fold) is best.
 11. The NA logo is a registered trademark and, any time it is used, the © symbol must be included.
 12. All printed information from WRCNA must be in keeping with our spiritual principles and be in good taste.
- G. Work Crew Coordinator (3 years suggested clean time) - responsible for recruiting and maintaining the Work Crew when the facility requires one.
1. Attend every WRCNA Committee meeting with written report of activities.

2. Recruit people 18 years or older to work in the kitchen. These volunteers must be made aware that they WILL NOT be able to participate in most of the retreat activities if they are addicts, and not at all if they are not.
 3. Unless approved by the WRCNA Committee, a refundable deposit should be collected and returned at the end of the retreat.
 4. If more applications are received than spots are available the workers should be chosen "from the hat" at the July Committee meeting.
- VII. In keeping with the CRSC and (many) Area policies business should be conducted using Consensus Based Decision Making (CBDM). Elections will be a straw-poll vote.
- VIII. Voting members consist of the Administration Committee (excluding the Chair or leader except in case of a tie), Subcommittee Chairs, and any other member who attends at least two committee meetings consecutively. If a member misses two consecutive meetings voting privileges are lost until such time that the member attends two meetings consecutively: voting privileges will be restored at the second consecutive meeting attended.
- IX. The Administrative Committee and Subcommittee Chairs are committed to attending the retreat and planning to arrive early in order to help set-up for registration. Those trusted servants should also plan to work together to clean up on Sunday.
- X. Hosting groups are committed to hosting at least one fundraiser per WRCNA cycle.
- XI. In the case that a new Group would like to become a hosting group, a representative should attend the WRCNA meeting and submit a proposal for approval by the current hosting group(s). Groups may decide annually if they would like to host the Retreat.
- XII. Day packages only for trusted servants who are unable to purchase full packages, or in case of low registration, **at discretion of committee and retreat center.**
- XIII. A \$5,000.00 prudent reserve should be maintained for deposit on the next year's retreat and for necessary expenses.
- XIV. Scholarship packages as funds allow, to be selected "from the hat" at the July business meeting before the retreat. Previous recipients will be considered in the last draw only. The first draw will be selected from the hosting groups. Clean time and life circumstances should be considered when awarding scholarships to avoid "no shows".
- XV. Speakers may not hand out non-NA material at any time as part of their speaking commitments.
- XVI. Respect the Retreat Center rules of conduct.
- XVII. No refunds. Registrations may be transferred by contacting Registration.
- XVIII. If an Administrative Committee member or Subcommittee Chair is absent for 2 consecutive meetings without notice or 3 meetings within the cycle the group should consider refilling that position.
- XIX. Relapse would mean automatic resignation from any Administrative Committee or Subcommittee Chair position.