

Retreat Positions Job Description

Retreat Chair

- Run planning meetings
- Create agenda
- Create phone list
- Speaker contact
- Purchase speaker gifts

Treasurer

- Gather money from respondents or the registration chair
- Deposit into the IG Special Events bank account
- Write checks to cover reimbursable expenses from retreat after receiving receipts to justify those expenses
- Write checks the day of the retreat

Registration

- Create registration flyer
- Receive registration flyers
- Answer registration questions
- Check-in people the day of the retreat
- Assign rooms with retreat chair
- Creates confirmation package for registrants
- Creates and distributes welcome packages including
 - Room assignment
 - Survey
 - Seminarroom signs
 - Retreat program (created by program creation committee)

Decorations

- Decorations in meeting rooms

Favors

- Retreat remembrance

Comment Bags/Love Notes

- Purchase bags
- Create comment cards

Hospitality/Greeters

- Ensure beverages/coffee is always available
- Assist attendees in finding their room or meeting rooms

Breakout Meeting Sessions

- Get people to lead breakout sessions (if offered)

Program Creation

- Create program to be handed out as part of the registration packet

Promotions

- Send flyer to local intergroups (Ontario, Ottawa, Rochester, Syracuse, Erie, Albany)
- Send flyer to WSO and Region 6

Menu Creation

- Vegetarian, wheat free, dark bread, protein/beans at every meal

Liaison

- Seminary Contact
- Emergency Contact
- Key Keeper
- Food Service Manager

Mediation

- Recruit mediation leaders or develop content

Cleanup

- Recruit volunteers to help clean up

Scholarship

- Keep track who scholarships went to
- Keep track of amount of scholarships available and awarded
- Ensure that the person being awarded the scholarship has not received a scholarship for a full calendar year.