

# 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.