

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

**Approved April 18, 2026**

## **THE WOMEN'S RETREAT OF COLORADO NARCOTICS ANONYMOUS**

This annual event shall be known as the Women's Retreat of Colorado Narcotics Anonymous (hereafter known as WRCNA). The service body (administrative committee members and subcommittee chairs) functions financially and reports to the Colorado Regional Service Committee of Narcotics Anonymous (hereafter known as CRSCNA) and is responsible and accountable to the Colorado Fellowship of Narcotics Anonymous and has legal, financial, and insurance responsibility to the Colorado Narcotics Anonymous Convention, Inc. (CNAC) through its Board.

WRCNA is closed for women only. Attendance is limited by the location and is at the discretion of CRSCNA each year. The purpose of WRCNA is to sponsor a retreat held by members of Colorado NA to bring women in our fellowship together in a celebration of recovery from the disease of addiction. Reasons for holding WRCNA include helping addicts around the region to overcome isolation, to gain new information about recovery and service, to raise money, and, most importantly, to further our primary purpose. WRCNA is open to NA activities/events only. The theme and logo contest is only open to addicts who are eligible to attend the retreat.

Each WRCNA will maintain the basic theme of "UNITY." WRCNA is held annually in August/September. A relapse of any WRCNA Administrative Committee member or Subcommittee Chair requires replacement. It is a contradiction of our primary purpose to allow anyone to serve who cannot stay clean.

WRCNA has a resale sales tax exemption license only, renewable annually. All purchases of non resalable items, materials, equipment or services and the like are subject to sales tax by law. All purchases to be exempt must be purchased by those named on the bank account.

All purchasing – for WRCNA use or for resale – of equipment, supplies, services, or other work products shall, whenever practical, utilize a process which employs written bid specifications, and which requires at least three bids and results in a written contract. Seed money for WRCNA is **\$9,000**. Four signatures are required to be on the WRCNA checking account. Two of the four signatures must appear on every check written.

According to NA Intellectual Property Trust, the name "Narcotics Anonymous" and the symbols (NA with or without the double circle or the diamond inside the circle) can be used on fliers, merchandise and on social media etc. An "R" inside a circle for registered trademark, MUST accompany them. The exterior of any mailing correspondence will only use the WRCNA abbreviation, not the NA logo or the words "Narcotics Anonymous."

WRCNA monthly business meetings are to be held on a day and at a time and place to be voted upon at the October committee meeting. Should that day fall on a holiday or conflict with other NA events, it will be rescheduled. Elections for subcommittee positions for the following year will be held in October at the committee meeting. The September committee meeting will be a wrap-up meeting, used to discuss what we learned and to finalize all financial issues, and to elect the following years suggested Administrative Committee to send to the September CRSCNA assembly for ratification. See Appendix A – WRCNA Calendar for a complete listing of milestones and delivery dates throughout the year.

General requirements of the WRCNA administrative committee members and the subcommittee chairs are an active commitment to service, a working knowledge of the 12 Steps of Narcotics Anonymous, the 12 Traditions of NA and the 12 Concepts of Service of Narcotics Anonymous; the ability to exercise patience and tolerance; active participation in the NA Fellowship and must have a willingness to ask for help. WRCNA contact information is listed below:

### **WRCNA**

PO Box 1437  
Denver, CO 80201

[www.wrcna.org](http://www.wrcna.org)

[www.wrcna.nacolorado.org](http://www.wrcna.nacolorado.org)

## **OVERVIEW OF WRCNA ADMINISTRATIVE COMMITTEE**

- The WRCNA administrative committee will consist of a Chair, Vice Chair, Treasurer, Vice Treasurer, and Secretary.
- Election to these positions, besides the secretary, requires a CRSCNA vote at the September General Assembly or subsequent CRSCNA meeting.
- An addict seeking any of these positions shall be present to qualify.
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- Terms for these offices usually end with the conclusion of all business for the WRCNA to which she is elected (at the September CRSCNA meeting following that WRCNA).
- A committee member may only have 2 unexcused absences and they are considered resigned.
- Vice Chair position will roll over to Chair for the next WRCNA if approved by the CRSCNA vote of confidence confirmed at the September CRSCNA.
- The WRCNA Administrative Committee (Chair, Vice Chair, Secretary, Treasurer and Vice Treasurer) will attend every WRCNA meeting.
- If one of the required members is unable to attend a meeting, they will send a written report and find an alternative member to cover.
- The WRCNA Chair, Vice Chair, and Treasurer will attend every CRSCNA and CNAC meeting.
- The WRCNA administrative committee submits to the CRSCNA in January (for CRSCNA approval) proposed budgets for the administrative committee, each WRCNA subcommittee and the retreat in general.

## **JOB DESCRIPTION FOR WRCNA ADMINISTRATIVE CHAIR**

The WRCNA chair guides the planning of, oversees 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 CRSCNA.

## **TASKS**

- Suggested clean time of five years.
- Sets the agenda for and chairs the monthly business meeting.
- Opens the monthly meetings at the appropriate time.
- Attends each WRCNA meeting with a written report.
- Assures that all commitments are being fulfilled.
- Coordinates the facility bidding process with CNAC, providing the final contract for approval to CNAC.
- Chairs the Saturday main speaker meeting.
- Maintains WRCNA correspondence (from outside sources) and any files of the retreat.
- Creates a timeline for all subcommittee responsibilities/tasks.
- Submits a written report of all WRCNA activities at each CRSCNA and completes a final written summary and final WRCNA report to the CRSCNA.
- Presents all proposals for consideration according to these guidelines.
- Votes only in case of a tie.
- Co-signs the WRCNA bank account.
- Oversees the dissemination of information through electronic and printed media (flyers, website).
- Coordinates all WRCNA subcommittees. This coordination requires the ability to attend meetings of these subcommittees when necessary 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.

- Works with WRCNA Treasurer to establish and supervise an overall WRCNA budget using approved forms for tracking income, expenses, and taxes.
- Is a member of the CNAC Board and will fulfill any CNAC requirements.
- Uses chair.wrcna@gmail.com email address.

## **JOB DESCRIPTION FOR WRCNA ADMINISTRATIVE VICE CHAIR**

The WRCNA Vice Chair works under the direction of the Chair, performing all duties necessary for successful completion of WRCNA activities and events. This elected trusted servant is available to other WRCNA administrative committee members and to subcommittees as a resource.

### **TASKS**

- Suggested clean time is 4 years.
- Attends each WRCNA meeting with a written report.
- Chairs the Friday Night speaker meeting.
- Serves as Chair in the absence of the Chair.
- Fills in any vacant trusted service position.
- Co-signs the WRCNA bank account.
- Submits a written report at each WRCNA meeting
- Submits a written report at each CRSCNA and Regional Assembly meeting.
- When needed, In conjunction with the WRCNA Chair, coordinates all subcommittees. This coordination requires the ability to attend meetings of these subcommittees and to work with the subcommittee Chair to ensure that all parts of WRCNA are progressing smoothly and effectively.
- Uses vicechair.wrcna@gmail.com email address.

## **JOB DESCRIPTION FOR WRCNA ADMINISTRATIVE TREASURER**

The WRCNA Treasurer is responsible for and oversees all WRCNA funds, 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 CRSCNA.

### **TASKS**

- Suggested clean time is 5 years.
- Works with the WRCNA Administrative Committee and each subcommittee to prepare an effective proposed budget due to CRSCNA in January.
- Keeps orderly records of all income, expenditures, taxes collected, and expended plus any other financial information necessary to conduct WRCNA business as directed by the CRSCNA.
- Submits a written report at each CRSCNA and Regional General Assembly meeting.
- Attends each WRCNA meeting with a written report.
- Manages all bookkeeping
- Responsible for security of funds during the retreat itself, and, when reasonable, deposit any funds within five days.
- Collects money at each fundraising event and deposits the money from the event within five days.
- Keeps an accurate and separate record of Scholarship donations.
- Co-signs the WRCNA bank account, deposits all revenues within five days and balances the bank account with records at least once a month.
- Disburses WRCNA funds as directed by the committee.
- Prepares and makes available to all WRCNA members the appropriate financial forms for

income/expenditure tracking.

- Treasurer should be able to use square and venmo apps.
- Makes disbursements as approved by WRCNA and only if accompanied by completed, correct forms to which receipts have been attached. See Appendix B and Appendix C.
- Provides a copy of the WRCNA bank account statement and makes them available upon request.
- Submits a comprehensive written report (including but not limited to Profit/Loss Statement reconciliation of the checking account), at each CRSCNA and Regional Assembly meeting.
- Keeps a careful and thorough record of all WRCNA funds, providing this information in writing as directed to CNAC for the purpose of tax filing and completion of the legal financial responsibilities of WRCNA. CNAC is responsible for filing the taxes (Federal, State and local jurisdictions), WRCNA provides the monies due.
- Is a member of the CNAC Board and will fulfill any CNAC requirements.
- The treasurer may delegate any tasks that they are unable to fulfill to the vice-treasurer.
- Money needs to be counted by two people at any time in which money is being collected.
- Uses treasurer.wrcna@gmail.com email address.

### **JOB DESCRIPTION FOR WRCNA VICE TREASURER**

The WRCNA Vice Treasurer works under the direction of the Treasurer, performing all duties necessary for successful completion of WRCNA activities and events. This elected trusted servant is available to other WRCNA administrative committee members and to Subcommittees as a resource.

#### **TASKS**

- Suggested clean time is 4 years.
- Serves as Treasurer in the absence of the Treasurer.
- Submits a written report at each WRCNA meeting.
- Attend each fundraising event to assist the Treasurer in money handling and recording.
- Money needs to be counted by two people at any time in which money is being collected.
- Assist in making deposits throughout the convention.
- During the WRCNA cycle will assist the Treasurer at least once with reports and reconciliation.

### **JOB DESCRIPTION FOR WRCNA ADMINISTRATIVE SECRETARY**

The WRCNA Secretary is responsible for obtaining, producing and maintaining the written records of the proceedings of the WRCNA committee. This elected trusted servant functions as an information resource to all concerning WRCNA.

#### **TASKS**

- Suggested clean time is 2 years.
- Gather any archives and information from the previous and final reports and produce a relevant “packet” (or email) for each administrative committee member and subcommittee chair for the subsequent upcoming WRCNA.
- Attends each WRCNA meeting and keeps accurate minutes and maintains the current (and past) WRCNA archives.
- Distributes minutes to each WRCNA Administrative Committee member, to each Subcommittee Chair, to the CRSCNA no later than 10 days following a WRCNA meeting, and maintains a copy in the WRCNA archives.
- Keeps on file all WRCNA committee and subcommittee reports.
- Furnishes administrative committee members and subcommittee chairs with whatever documents (with the

exception of the financial forms to be obtained from the Treasurer) that are required for performance of their duties.

- Assembles a final written monthly report.
- Assembles a final (wrap up in Aug/Sept) written report along with the WRCNA Chair to the CRSCNA of all WRCNA activities, finances and meetings.
- Keeps on hand at each WRCNA meeting a list with phone numbers of all committee members and subcommittee Chairs, providing a current list to the CRSCNA Secretary for CRSCNA minutes. Provides contact list to all WRCNA members having this list updated at each meeting.
- Maintains and distributes a list of all WRCNA email addresses and login information to ensure continuity from year to year.
- Submits all past and present WRCNA records, information, and archives to the CRSCNA when finished.
- Attends any CRSCNA meetings only in the event that neither the WRCNA Chair nor the Vice Chair can attend.
- Distributes any correspondence from committee members to all involved committee members.
- Uses secretary.wrcna@gmail.com email address.

## **WRCNA SUBCOMMITTEES**

The WRCNA Subcommittees consist of Registration, Programs, Fundraising & Entertainment, Merchandise, Web & Social Media Chair, Outreach liaison, Print & Display, Volunteer Coordinator, Food/Meal Chair and Hotel& Hospitality.

## **GENERAL TASKS FOR SUBCOMMITTEE CHAIRS**

- Elections to these positions require a WRCNA administrative committee vote and elected subcommittee chair vote in the subsequent monthly meeting that follows the fall assembly. (Usually October)
- The Chair or subcommittee designate attends every WRCNA Committee meeting with a written report of subcommittee activities.
- Prepares a proposed budget with knowledge and use of approved forms for income and expenditures that is due at the WRCNA meeting in December.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the WRCNA meeting in January.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee.
- Questions regarding process and procedure are referred to the WRCNA Administrative Committee.
- Attends and assists during fundraising events throughout the year.

## **JOB DESCRIPTIONS FOR WRCNA SUBCOMMITTEES**

### **REGISTRATION TASKS**

- Suggested clean time is 3 years.
- Builds a working subcommittee and holds a monthly meeting (time and place to be posted on CRSCNA Calendar)

- Keeps orderly records of registration, including a waiting list if applicable.
- Maintains an email list to pass on to the following year's registration chair.
- Records registration information and then forwards monies to the Treasurer.
- Sends confirmations to registrants as they come in.
- Registers attendees, assigns rooms (if applicable), and makes sure contact information is correct.
- Attends every WRCNA Committee meeting with a written report of subcommittee activities.
- Prepares, for approval, a budget and adheres to that budget.
- Requests disbursements and/or brings in revenues on the approved financial forms and submit all receipts as required.
- Submits, for approval, and adheres to, a timeline and budget for all subcommittee activities at the January WRCNA meeting.
- Strives to include people from all Service Areas in the Colorado Region.
- Sets costs of pre and regular convention registration. These costs are approved by the WRCNA Committee and are included in the registration flyer.
- Sets, with WRCNA Committee approval, the cut-off dates for pre-registration prices (Usually, cut-off time for pre-registration is one month to two weeks prior to the retreat).
- Establishes clear deadlines/agendas for registration packet inclusions, buttons made, packets stuffed, etc.
- Operates effectively with sufficient addicts at the registration table for WRCNA fundraiser events and at the retreat.
- Maintains the registration table hours at the retreat check-in to ensure registration of all addicts who attend.
- Always keeps a careful watch over incoming monies by developing accurate methods with trained volunteers.
- Establishes a clear-cut, fiscally sound method (with WRCNA Treasurer) for ensuring records of and receipts for monetary transactions before, during and after the retreat.
- Prepares, 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.
- 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.
- Uses register.wrcna@gmail.com email address.

## PROGRAMS TASKS

- Suggested clean time is 3 years.
- Chairs Sunday Morning speaker meeting.
- Builds a working subcommittee and holds a monthly meeting (time and place to be posted on CRSCNA Calendar)
- Prepares a program (schedule of events) for the retreat, selects speakers and prepares activities for the retreat.
- Facilitates craft room (if applicable) and cleanup at the end of the retreat.
- Prepares the written program for printing, and/or QR Code for lanyards.
- Attends every WRCNA Committee meeting with a written report of subcommittee activities.
- Strives to include members from each Service Area of the Colorado Region.
- Prepares, for approval, a budget and adheres to that budget.
- Requests disbursements and/or brings in revenues on the approved financial forms and submits all receipts as required.
- Plans all workshops, meetings, and activities at the retreat, in keeping with our spiritual principles.
- Keeps a schedule with multiple options, allowing for maximal participation.
- Prepares a subcommittee approved list of topics and matches the topic to the speaker.
- Selects all speakers, chairpersons, and readers, involving addicts from all parts of the region.
- 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.

- Contacts the speakers in writing and confirms all speakers twice before the retreat and follows up with thank you letters after the retreat.
- Main speakers must be approved at the WRCNA committee meeting.
- Uses programs.wrcna@gmail.com email address.

## Some Historical Considerations: Programming

Friday Night ~Chaired by Vice Chair ~ Recognizes and invites following positions to be readers. Programs, Merchandise, Vice Treasurer, Food Chair (as Sat they are very busy) Print & Display, and Secretary.

Saturday Night ~ Main Choice Speaker. Chaired by the Chair. Recognizes and invites the following positions to read. Registration, F&E Chair, Treasurer, Web/Social Media, and H&H Chair Recognizes Vice Chair to stage, Vice Presents and thanks the Chair from the entire committee. Together they do state/area roll calls and clean time countdown. The Chair introduces the main speaker.

Sunday morning ~ Chaired by the Programs chair and readers are the Programs Subcommittee.

## FUNDRAISING & ENTERTAINMENT TASKS

- Suggested clean time is 3 years.
- Builds a working subcommittee and holds a monthly meeting (time and place to be posted on CRSCNA Calendar)
- Responsible for scheduling fundraising events throughout the region.
- Attends every WRCNA Committee meeting with a written report of subcommittee activities.
- Strives to include members from each service area of the Colorado Region.
- Must schedule events in different service areas in order to include the entire region.
- Prepares, for approval, a budget and adheres to that budget.
- Requests disbursements and/or brings in revenues on the approved financial forms and submits all receipts as required.
- Raises funds that are used to reduce the overall cost of the retreat package to our members, aids in providing scholarships, and to generate funds to ensure the success of WRCNA.
- Arranges 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.
- Is responsible for “a chance to win” (The collection of donations, tickets and “a chance to win” itself)
- Is responsible for Silent/Live Auction (The collection of donations or purchases and auction itself)
- Ensures flyers (created by print and display) and a schedule of all fundraising events are distributed to all areas and the Colorado region in a timely manner.
- Works with the Treasurer to have a written contract for all services needed: venues, bands, food, etc.
- Oversees events that are intended to be a part of WRCNA.
- 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.
- All activities and merchandise must be approved by the WRCNA committee.
- Maintains accurate records of and receipts for monetary transactions before, during, and after the retreat.
- Money needs to be counted by two people at any time in which money is being collected.
- Provides a report of money spent versus income generated after each event.
- Uses fundraisingandevents.wrcna@gmail.com email address.

## **MERCHANDISING TASKS**

- Suggested clean time is 3 years.
- Builds a working subcommittee and holds a monthly meeting (time and place to be posted on CRSCNA Calendar)
- Responsible for selecting and selling merchandise before and during the retreat.
- Attends every WRCNA Committee meeting with a written report of subcommittee activities.
- Strives to include members from each Service Area of the Colorado Region.
- Prepares, for approval, a budget and adheres to that budget.
- Requests disbursements and/or brings in revenues on the approved financial forms and submits all receipts as required.
- Keeps careful watch over incoming funds to prevent losses and accounting errors.
- All merchandise must be approved by the WRCNA committee.
- Gets bids (at least 2 per item) for clothing, t-shirts, sweatshirts, mugs, or any other merchandise items.
- Polls WRCNA Committee members and fellowship for desired items for purchase.
- Purchased items for resale and all outside services will have written contracts with receipts for the WRCNA Treasurer.
- WRCNA will not sell merchandise on consignment.
- Has sufficiently trained members to distribute and sell merchandise items at WRCNA events and at any other regional or area events (where allowed).
- Merchandise order dates should be no later than 6 weeks prior to the retreat, and delivery dates should be no later than 4 weeks prior to the retreat.
- Maintains a merchandise shop during the retreat.
- Works with web chair to have online store open with registration
- Provides secure storage of all items during the retreat while the store is closed. (Works in conjunction with H&H for a locking room during the retreat.)
- Money needs to be counted by two people at any time in which money is being collected.
- Maintains accurate records of and receipts for monetary transactions before, during, and after the retreat.
- After the retreat, passes all remaining merchandise, which has been itemized and accounted for, onto the next WRCNA Administrative Committee at the September WRCNA meeting.
- Uses merchandise.wrcna@gmail.com email address

## **WEB/SOCIAL MEDIA TASKS**

- Suggested clean time is 3 years.
- Responsible for maintaining the retreat website ([www.wrcna.org](http://www.wrcna.org)) through the CRSCNA website [www.wrcna.nacolorado.org](http://www.wrcna.nacolorado.org), and the Facebook Group (WRCNA).
- Attends every WRCNA Committee meeting with a written report of subcommittee activities.
- Prepares, for approval, a budget and adheres to that budget.
- Requests disbursements and/or brings in revenues on the approved financial forms and submits all receipts as required. See website for forms.
- Informs NA members about WRCNA through registration flyers, web postings, etc.
- Contacts NAWS for lists of other regions and areas for e-mailing flyers as soon as they are ready, keeping the list up to date.
- The site must be maintained and updated on a regular basis throughout the year.
- Notifies the Colorado fellowship of all WRCNA activities and meetings.
- Publishes flyers on the WRCNA website, including WRCNA save the date flyer

- In conjunction with the Web chair, she ensures that flyers (created by print and display) and a schedule of all fundraising events are distributed to all areas and the Colorado region in a timely manner.
- Uses standards of good taste and ease of accessibility in all aspects of web design.
- Posts about the WRCNA committee meeting on Facebook in a timely manner.
- Updates the website with changes within 10 days of notification of changes.
- Assists merchandise chair with setting up web store.
- Uses wrcona.web@gmail.com email address.

## **PRINT & DISPLAY TASKS**

- Suggested clean time is 3 years.
- Responsible for printing WRCNA registration forms, flyers, and programs.
- Attends every WRCNA Committee meeting with a written report of subcommittee activities.
- Prepares, for approval, a budget and adheres to that budget.
- Requests disbursements and/or brings in revenues on the approved financial forms and submits all receipts as required.
- Prepares a flyer for the theme/logo contest to be concluded prior to the January WRCNA meeting.
- Prepares approved logo with theme, artwork, dates, and location for photographing and screening.
- Designs flyers, registration forms, retreat banners, 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 the WRCNA Committee. Brings registration forms (if applicable) and banner design to the February WRCNA meeting for approval.
- Printing and all other outside services will have written contracts with receipts for the Treasurer.
- Programs need to be small, pocket-sized (or four-fold) is best.
- The NA logo is a registered trademark and, any time it is used, the ® symbol must be included.
- All printed information from WRCNA must be in keeping with our spiritual principles and be in good taste.
- Uses printanddisplay.wrcna@gmail.com email address.

## **Meal/Food Chair**

- Suggested Clean Time 3 years.
- Attends monthly WRCNA meetings with a written report to the Secretary.
- Prepares, for approval, a budget and adheres to that budget.
- Builds a working subcommittee and holds monthly subcommittee meetings. (Time and place to be announced and posted on the regional calendar.)
- Collaborates with the Programs Chair regarding food needs for non-meal events. i.e., Firepit, Meet N Greet, or Pool Party etc.
- Handles ALL the details on coffee, locations and process of re-supply.
- Works in conjunction with H&H Chair regarding contractual obligation of the facility requirements vs. WRCNA responsibility. (Meals 'they' provide and what 'WE' need to do)
- Creates a collaborative diverse menu including various dietary needs and allergy options.
- Collects, transports and returns any equipment needed to execute duties.
- Receives Volunteers, organizes volunteer time slots and duties for the weekend.
- Stays through the event and checks out with facility staff and H&H.
- Uses foodcommittee.wrcna@gmail.com email address.

## **Volunteer Coordinator Chair**

- Suggested clean time 2 years.
- Attends monthly WRCNA meetings with a written report to the Secretary.

- Tracks all non-paying or partial scholarship attendees with the Treasury as a method of assuring necessary funds for holding WRCNA remain available.
- Gets retreat information to patients/clients/residents via H&I directors/panel coordinators or contact personnel at various facilities.
- Receives Volunteer requests from Chairs.
- Receives scholarship patrons from Registration, organizes specific duties and time slot sign up for service work that is needed. i.e., Programs - Workshop greeter, meeting set up/break down, butt cans and trash out etc. Food workers/clean up, and H&H, and more.
- Manages scholarship applications in a spreadsheet and facilitates the lottery at the June committee meeting
- Contacts recipients and ensures their attendance
- Uses volunteercoordinator.wrcna@gmail.com email address.

## **HOTEL (Resort) & HOSPITALITY TASKS**

- Suggested clean time is 3 years.
- Builds a working subcommittee and holds a monthly meeting (time and place to be posted on CRSCNA Calendar)
- Gets input about retreat meals, menus and prices and includes the Food Chair.
- Prepares, for approval, a budget and adheres to that budget.
- Negotiates room rates, makes sure meeting and workshop room dimensions are adequate, checks for complimentary rooms (to be used for out-of-town main speakers).
- Watches out for open-ended charges and puts EVERYTHING in writing for rooms and space usage.
- Proposed retreat venue contract due by January.
- Spends the necessary time talking to the hotel before and during the convention to keep all charges in line.
- Set up a walkthrough of the retreat venue.
- Is responsible along with WRCNA Chair for working with the venue staff during the retreat to keep down confusion.
- Obtain retreat room registration information needed for WRCNA registration form.
- Works with the Program and Fundraising & Entertainment Subcommittees to establish a functional schedule for workshops, activities and other events.
- Works with the Registration and Merchandise Subcommittees to coordinate space and/or tables at the retreat.
- Closes out the final bill with facility at the end of the retreat.
- Uses hotelandhosp.wrcna@gmail.com email address.

## **Additional WRCNA information**

- The Administrative Committee and Subcommittee Chairs are committed to attending the retreat. The Administrative, Subcommittee Chairs, and Subcommittee members should plan to arrive early in order to help set-up for registration and to work together to clean up on Sunday.
- A \$9,000.00 prudent reserve should be maintained for deposit on the next year's retreat and for necessary expenses. Any amount over that should be disbursed as directed by the CRSCNA at the September General Assembly and WRCNA meetings.
- Scholarship packages, as funds allow, are to be selected "from the hat" at the July business meeting before the retreat. Previous recipients will be considered in the last draw only. Clean time and life circumstances should be considered when awarding scholarships to avoid "no shows".
- The number of scholarships given will be determined at the committee's discretion.
- Speakers may not hand out non-NA material at any time as part of their speaking commitments.
- All attendees should be reminded to respect the Retreat Center rules of conduct.
- No refunds. No transfers to future retreats. If you cannot attend, you can gift your registration to someone else.

- 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.
- Relapse would mean automatic resignation from any Administrative Committee or Subcommittee Chair position.
- The theme and logo should be selected at the December WRCNA meeting.
- The prize for the theme and logo will be \$50 in WRCNA merchandise.

## **CONSENSUS BASED DECISION MAKING PROCESS**

In keeping with the CRSCNA and many Area policies, WRCNA business should be conducted using Consensus Based Decision Making (CBDM). Elections will be a straw-poll vote.

- Bring proposals to the WRCNA committee meeting. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus decision process.
- Facilitator (the Chair unless the proposal is brought by the Chair, in which case the Vice Chair or other Administrative Committee member) presents the proposal to WRCNA (analogous to the motion in a Robert's Rules process).
- Maker of the proposal speaks first to the intent.
- The Facilitator will open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).
- The Facilitator will ask whether anyone has reservations about the proposal. These are heard and they may be answered, or the proposal may be tweaked in a manner similar to the "friendly amendment" process in Robert's Rules.
- Once all reservations have been heard and answered in this way, the Facilitator will ask, "Do we have consensus?" Participants respond in one of four ways:

### **Assent**

This means that the addict supports the proposal, all things considered. It may not mean that the addict is in agreement with every aspect, that the addict has heard the discussion and has had a chance to participate in the process of finalizing the proposal and is prepared to support the final proposal. Assent is signified by remaining silent.

### **Assent with Reservations**

This option is not materially different from the Assent option but is included as a way of giving addicts a place to stand when they do not want to object more strongly, but they do want to note that they have reservations. "Assent with Reservations" is done by the addict raising their hand and simply saying when the facilitator calls on them, "Assent with Reservations." The assumption is that the reservations have been heard already, and the addict is simply noting that they can support the proposal and continue to have these reservations.

### **Stand Aside**

A common misconception about the Stand Aside option is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that the addict does not support the proposal, but the addict's objection is not of the nature or the severity to warrant a block. Should the number of decision-making members standing aside reach 10% this will indicate a proposal too weak to adopt. Discussion should continue to determine if consensus can be reached. A proposal can also be delegated to the Maker of the proposal or an Ad Hoc Committee for reworking.

### **Block**

This option is also commonly misunderstood given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. An addict who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the proposal.

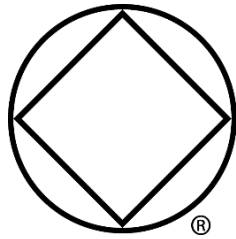
Voting members consist of the Administrative Committee (excluding the Chair or leader except in case of a tie), Subcommittee Chairs, and any other member who attends at least two committee meetings consecutively. If a member misses two consecutive meetings voting privileges are lost until such time that the member attends two meetings consecutively; voting privileges will be restored at the second consecutive meeting attended.

## APPENDIX A

### WRCNA Calendar

|                  |                                                                                                                                                                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>September</b> | Wrap-up meeting, finalize financials and Admin nominations.<br>Final WRCNA Report and Financials at CRSCNA<br>Vote in new Administrative Committee Members at CRSCNA<br>Present any “bids” for future cycles.                                        |
| <b>October</b>   | Subcommittee Elections.<br>Decide day, location of WRCNA meetings for the current cycle.<br>Open Theme and Logo Contest<br>Open call for speakers                                                                                                    |
| <b>November</b>  | Opening Meeting: welcome all new trusted servants, review guidelines and timelines.                                                                                                                                                                  |
| <b>December</b>  | Vote theme and logo Finalize Facility Contract. Subcommittees budget due.                                                                                                                                                                            |
| <b>January</b>   | WRCNA budget due for review and approval at CRSCNA                                                                                                                                                                                                   |
| <b>February</b>  | Open Registration. Fundraiser kickoff.<br>Tour facility for current cycle and any new facilities for future cycles, if applicable.<br>Update the Regional Calendar.                                                                                  |
| <b>March</b>     | Regular WRCNA meeting.<br>Program timeline (this should be just a bare bones type of outline, such as mealtimes, speaker times, etc.) due for review and approval and/or guidance moving forward.                                                    |
| <b>April</b>     | Announce events etc at Regional Assembly. Close speaker CD submissions.                                                                                                                                                                              |
| <b>May</b>       | Choose speakers at the Programs Subcommittee.                                                                                                                                                                                                        |
| <b>June</b>      | Present speaker selections to WRCNA for approval, confirm speakers, begin travel arrangements if necessary.<br>Close scholarship applications                                                                                                        |
| <b>July</b>      | Finalize travel arrangements for speaker(s) if not already done.<br>All merchandise should be received.<br>Finalize contract (as far as number in attendance) with facility.<br>Pre-Registration cutoff.<br>Select and Notify Scholarship recipients |
| <b>August</b>    | Prepare raffle/auction baskets.<br>RETREAT, and following; conduct inventory of merchandise                                                                                                                                                          |

## APPENDIX B



## WRCNA REIMBURSEMENT REQUEST FORM

A copy of the receipt is to be attached to this form when submitted to the Committee for approval.

**Subcommittee:**

---

**Item:**

---

**Total**

**Reimbursement**

**Requested:**

---

**Name, address, and telephone number of addressee:**\_\_\_\_\_

**Reason for Reimbursement:** \_\_\_\_\_

**Approval**

**Date:**

---

**Signature**

**of**

**Subcommittee**

**Chair:**

---

**Signature**

**of**

**WRCNA**

**Chair:**

---

**Treasurer's Use Only: Check No.:**\_\_\_\_\_

## APPENDIX C

# WRCNA INCOME REPORT

*Please use ink and print legibly—2 or 3 copies. Registration Subcommittee Member: Retain a receipted copy for your records, forward 2 copies to Administration or 1 copy if directly to Treasurer. Administration: Retain a receipted copy when forwarding 1 copy to Treasurer.*

|                        |                   |                    |
|------------------------|-------------------|--------------------|
| Today's Date:          | Date of Activity: | Event Name:        |
| Event Sponsor:         |                   | Est. # Attendance: |
| Event Location Details |                   |                    |
| City/Town:             | County:           | State:             |
|                        |                   |                    |
| TOTAL AMOUNT RECEIVED: |                   | \$                 |

### TRANSMITTAL OF FUNDS (TOTAL AMOUNT RECEIVED):

Subcommittee Representative: \_\_\_\_\_

Printed Full Name

Signature

To Admin Committee Representative: \_\_\_\_\_

Printed Full Name

Signature

To WRCNA Treasurer: \_\_\_\_\_

Printed Full Name

Signature

| INCOME RECAP       |           |      |        |         |        |
|--------------------|-----------|------|--------|---------|--------|
| Income Description | Line Item | CASH | CHECKS | CHARGES | TOTALS |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
|                    |           |      |        |         |        |
| TOTALS             |           | \$   | \$     | \$      | \$     |

| TREASURER’S USE ONLY: |  |                             |  |                         |  |
|-----------------------|--|-----------------------------|--|-------------------------|--|
| Date Posted:          |  | Date Checks/Cash Deposited: |  | Date Charges Processed: |  |