The Malibu Men’s NA Retreat Sub-Committee is a sub-committee under the SDICNA Beach Area ASC (BA ASC). The BA ASC’s guidelines shall take precedence over any sub-committee guidelines.

**Purpose:** The objective of this sub-committee is to administer and coordinate the business and activities of an annual Malibu Men’s NA Retreat.

**Intent:** As the retreat is a melting pot of NA members from around the world and we hope to continue to encourage this geographic diversity so that our recovery is “cross pollinated” on the weekend, we prefer not to be listed in Area and Regional activities and schedules.

**Function:** Any NA member can sign up to be on the retreat mailing list for notifications and registration news. Registration is opened to all members at the same time and a waiting list is kept when the maximum number of allowed beds are sold. In more than a decade every person on the waiting list has had the opportunity to attend if they chose to.

**Members:**

As the retreat is attended by men from many regions our sub-committee members are also geographically diverse. Consequently, committee meetings are done via video conferencing and other information is shared by email in advance and in between meetings. While committee meetings are technically open to anyone there is no regular schedule and occur based on need and as member schedules allow all to be present.

Voting members are approved after attending four consecutive meetings of the sub-committee and must have attended the retreat at least once.

The sub-committee has the responsibility of picking leader’s speakers and topics for the retreat. The sub-committee also finalizes the schedule. This is done by way of sub-committee members suggestions from a list of attendees for the upcoming retreat.

**Trusted Servants Qualifications**

1. **Chairperson**
   
   The Chairperson shall possess a source of income, have at least three year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve.

2. **Vice Chairperson**
   
   (a) The Vice Chairperson shall possess a source of income, Have at least three years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve. He is being mentored by the Chair
and able to step up as Chair if needed. Willing to take over as next Chair.

3. Treasurer
   (a) The Treasurer shall possess a source of income, have at least three year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve. He must be familiar and able to work with electronic money transfers and have a working knowledge of basic accounting. I

4. Secretary
   (a) The Secretary shall have at least one year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve.

5. MIS Computer Person
   (a) Shall have at least one year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve. Knowledge of web hosting, web site building and shopping cart systems.

6. Miscellaneous
   (a) As the retreat approaches other committee members fill the role of speaker coordinator, breakout group leader coordinator, meditation facilitator coordinator, and other, as needed.

Trusted Servant Duties:

Chair:
Responsible for setting up and facilitating video conference meetings including scheduling and written agenda. Maintaining the timeline and all activities pertaining to pre-registration, registration process, computer system changes as needed, speaker and breakout group selection process, theme and topics.

1. Attend all subcommittee meetings when able.
2. Due to the annual nature of our function Chair will provide a written report to the Beach Area ASC as needed. The report shall include current status of the committee, finance and planned date for the next retreat, if there is nothing new to report the report shall so state that.
3. Will attend BA ASC or send a representative
4. Be a co-signer on the Men’s Retreat checking account
5. Perform duties of Treasurer and Secretary in their absence.
6. Be a non-voting member of the BA ASC
7. Final responsibility for all finances.

Vice Chairperson:
1. Attend all subcommittee meetings when able.
2. Will function as Chair if Chairperson is not present.
3. Complete any task assigned to them.
4. Backup and support all committee members and tasks as needed.

Treasurer:
1. Attend all subcommittee meetings when able
2. Co-Signer on the Retreat checking account
3. Prepare and maintain accounting and checking account balances for the Chairperson to report to the Beach ASC
4. Create a year-end report for profit and loss statement and submit to Chairperson to report to Beach ASC

Secretary:
1. Attend all subcommittee monthly meeting when able
2. Manage the subcommittee meeting if the Chairperson and/or Vice Chairperson is not present
3. Take notes and prepare report for Chairperson to report to the Beach ASC
4. Maintains a contact list of all subcommittee members
5. Non cash handling position

Computer MIS person:
1. Maintain retreat web site and shopping cart
2. Make necessary upgrades to performance and services as needed.
3. Maintain retreat email list.
4. Send emails as needed to members on the Retreat mailing list.

Members At Large
1. Attend all subcommittee monthly meeting when able
2. Respond to emails in a timely manner
3. Assist wherever needed at meetings and event.

Activities Sub-committee Procedures
1. The Chairperson is the only elected position. This is done at the Beach Area yearly elections.
2. Term of subcommittee officers is one year from the first meeting in November.
3. There is no limit to terms of service.

Financial
1. We maintain a prudent reserve of $2,000 with no budget from the Area.
2. The subcommittee with use the reserve to secure space rental, supplies, talent and any other items that it determines necessary to perform its function for an event.
3. After the retreat, an end of event report will be created and submitted to the Beach ASC with an outline of what happened that includes: how many attended, number of scholarships/free beds issued, profit and loss statement, next scheduled retreat date.
4. The BA ASC Chair, Treasurer, and RSO CFO shall be signers on the Malibu Men’s NA Retreat checking account in accordance with BA ASC and Regional guidelines along with the sub-committee Chair and Treasurer.
If any monies are absconded by a Malibu Men’s NA Retreat Subcommittee member arrangements will be made to repay the funds.

Retreat web site:  http://www.mensnaretreat.com/