

Alabama Northwest Florida Region of NA

Surrender in the Mountains Committee Guidelines



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Index of Abbreviations

AL/NWFL.....Alabama Northwest Florida

CBDM.....Consensus Based Decision Making

H&I.....Hospitals and Institutions

HC.....Hospitality Chair

MC.....Merchandise/Arts & Graphics Chair

PA.....Program & Activities Chair

RC.....Registration Chair

RCM.....Regional Committee Member

RSC.....Regional Service Committee

SC.....Surrender Committee

S&I.....Serenity & Info Chair

WSO.....World Service Office

THE TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting; declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

THE TWELVE CONCEPTS FOR NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

INTRODUCTION

The following policy is for the Surrender Committee of the Alabama/Northwest Florida Regional Service Committee (RSC). These guidelines are designed so the Surrender Committee (SC) may better function in its efforts to produce a "Spiritual Retreat" of Narcotics Anonymous.

In keeping with the Ninth Tradition, this Committee will be organized to provide a method by which the services of the Committee may be performed.

PURPOSE

The purpose of this Committee shall be to sponsor and conduct the annual AL/NWFL spiritual retreat. It is to produce activities for the NA fellowship within the AL/NWFL Region of Narcotics Anonymous. These activities are to be primarily spiritual celebrations of recovery in NA for regional participation and for other members within the worldwide fellowship of Narcotics Anonymous. They are to produce unity within the NA fellowship.

SERVICE PRAYER

"GOD, grant us knowledge that we may Serve [BU1] according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours - in order that no addict, anywhere, need die from the horrors of addiction." [BU2]

THE SURRENDER COMMITTEE (SC)

The SC shall consist of members of NA within the AL/NWFL Region of NA. The basic functions of this Committee are to produce regional activities that create attraction to the NA program and to sustain such activities on an annual basis.

The SC shall consist of the following trusted servants:

- a. Administrative Committee
 - i. Chairperson *
 - ii. Vice Chairperson
 - iii. Secretary
 - iv. Alternate Secretary
 - v. Treasurer
 - vi. Alternate Treasurer
 - vii. Policy/Webmaster Chairperson

*The Chairperson is elected by the RCMs at the September/October RSC meeting. Each nominee being considered for Surrender Chair should attend the RSC for approval/rejection. The incoming Treasurer and Vice Chair must also be approved but are not required to attend RSC.

Instead, each nominee may send their qualifications with their Area's RCM.

- b. Subcommittee Chairpersons
 - i. Registration Chair (RC)
 - ii. Hospitality Chair (HC)
 - iii. Merchandise, Arts and Graphics Chair (MC)
 - iv. Program and Activities Chair (PA)
 - v. Serenity and Information Chair (S&I)

AGENDA

The Chairperson shall arrange an agenda prior to each Committee meeting. Any proposals not on the agenda shall be submitted in writing to the Chairperson prior to the start of the meeting. Proposals may also be submitted during the meeting, if the need arises.

SC AGENDA FORMAT (Start on Time)

1. Call to Order
2. Opening Prayer
3. Read Twelve Traditions
4. Read Twelve Concepts
5. Read Surrender Purpose
6. Read Service Prayer
7. Roll Call
8. Open Forum (for any Member of NA to address the SC)
9. Minutes from Previous SC Meeting
10. Open Positions
11. Nominations and Elections (if necessary)
12. Reports:
 - a. Administrative Committee
 - i. Chair
 - ii. Vice Chair
 - iii. Treasurer
 - iv. Secretary
 - v. Policy/Webmaster
 - b. Subcommittee Chairpersons
 - i. Registration Chair
 - ii. Hospitality Chair
 - iii. Merchandise Chair
 - iv. Program Chair
 - v. Serenity & Information Chair
13. Old Business
14. New Business (Agenda Items have Priority)

15. Budget Review and Approval (Make sure all checks have two signatures)
16. Final Treasurer Report
17. Open Forum (for any Member of NA to address the SC)
18. Set Date, Time and Location for next SC Meeting
19. Closing Prayer

QUORUM

1. All SC members as outlined in (a) and (b) above are considered voting members.
2. Official quorum is defined as a simple majority of the current number of voting members.
3. Official quorum must be reached by thirty (30) minutes after scheduled starting time.
4. Only duly elected Subcommittee Vice Chairs are eligible for quorum in the Chair's absence. No proxy representation is allowed.

CONSENSUS-BASED DECISION MAKING (CBDM)

"Consensus" is a process by which a common mind of the meeting is sought about the wisest way forward on an issue at the time.

1. The Surrender Committee will use the CBDM process to handle business. This decision-making process was approved by the Surrender Committee in 2011.
2. Under the CBDM process, all NA members have a voice on the floor.
3. Each Committee member has only one voice toward a proposal.
4. Consensus may be determined by a show of hands, or by verbal roll call.
5. 80% is generally accepted as consensus.
6. If a majority consensus of 80% is not met on a proposal with "Stand Asides", the proposal may be modified or held until the next Surrender meeting to allow the committee members an opportunity to do further research on the subject.

PROPOSALS

The following can make proposals to the SC:

1. The Surrender Administrative Committee members (except Chairperson) can make a proposal.
2. Subcommittee Chairs (VC in the absence of the Chair) can make proposals that pertain directly to their subcommittee.
3. On all proposals, use the title of the maker instead of personal names.
4. Any proposal affecting policy must first be submitted to the Policy Subcommittee. Policy proposals, upon deliberation, will be on the agenda for the next Surrender meeting to allow discussion by the committee prior to the meeting. In the event of an emergency,

- proposals affecting Policy may be voted on during the present meeting.
5. Proposals approved by the Surrender Committee, other than ones referred to policy, go into effect upon close of business that day.

REACHING CONSENSUS

1. The Surrender Committee is the only consensus making participants of the business at a Surrender meeting.
2. Any new Committee member that comes to the Surrender meeting may be recognized that day and participate in new business.
3. Minutes shall include a tally of consensus actions by the committee on all proposals.
4. Minutes shall reflect any reason for not reaching consensus on a proposal.
5. To “Assent” means that the consensus making member is agreeable with the proposal.
6. Forms of Dissention:
 - a. Assent with Reservations means that the consensus making member will allow a proposal to carry through, but that they have reservations. These reservations should be stated and addressed, as well as recorded in the minutes.
 - b. Stand Aside means that the consensus making member is not agreeable with the proposal but does not feel strongly enough to stand in the way. A sufficient number of “Stand Asides” will affect consensus (80%).
 - c. Block- A single, valid, “Block” stops a proposal. A “Block” is valid if it proves a violation of a Tradition, Concept, or Spiritual Principal would occur if the proposal is adopted. This violation must be stated, addressed, and recorded in the minutes. If the body does not understand the nature of the “Block,” the proposal is referred back to the “Blocking” member for clarification. If after referring a disputed “Block” back to a blocking member for clarification, it is still not understood or agreed upon by all others in attendance at the Surrender Committee meeting, the Chairperson can rule the “Block” as invalid, and the proposal passes.

REPORTS

All reports are to be written or typed. The following shall submit a written report containing the respective information:

- a. **Chairperson** - Agenda items and actions to and from the RSC
- b. **Vice Chairperson** - Overview of Subcommittee activities
- c. **Secretary** - Minutes and list of proposals from the previous meeting (Alternate Secretary may present this report in the absence of the Secretary)
- d. **Treasurer** - Statement of financial activity since the last meeting and current operating funds (Alternate Treasurer may present this report in the absence of the Treasurer)
- e. **Policy/Webmaster** - Any proposals for revisions of Surrender Policy for

- discussion, all previous revisions approved by SC, & any updates to the website
- f. **Subcommittee Chairpersons** - Progress on activities within the subcommittees and any proposals brought to the meeting (Subcommittee VCs may present this report in the absence of the Subcommittee Chairperson)

NOMINATIONS AND ELECTIONS

To keep experience within the SC and in respect of the rotation of trusted servants, it is recommended that the VC continue with the SC. As there is much work to be done, nominations and elections shall be done at the SC meeting on Sunday after the close of Surrender in the Mountains. This should be the last order of business of the outgoing SC.

- a. Nominations may be solicited from any member of the AL/NWFL Region of NA.
- b. The position is announced with the qualifications and responsibilities.
- c. Nominations are taken and must be seconded.
- d. Each nominee must be present and submit written and verbal qualifications. (If this is not possible, the SC may elect to accept written qualifications from the nominee. 100% consensus is required and must be noted in the minutes.)
- e. A proposal to close nominations must be made prior to voting on that position.
- f. The nominee/s should be asked to step out of the room before the Consensus is taken.
- g. Consensus is taken on each nominee for that position. If Consensus of 80% is not reached, the position is left open until the next SC meeting.
- h. All positions that are filled become effective at the close of business at the meeting they were selected (except the SC Chairperson, VC and Treasurer).
- i. Consensus for the position of SC Chairperson, VC and Treasurer is taken by the RCMs at the RSC following the retreat. (September/October)

QUALIFICATIONS

- a. Chairperson and Vice Chairperson
 - i. Willingness and desire to serve
 - ii. Time and resources required to be an active participant
 - iii. One-year commitment
 - iv. Minimum of five (5) years clean time (four (4) years for VC)
 - v. Minimum of one-year NA service experience
 - vi. Understanding of the Twelve Steps, Traditions and Concepts through application
 - vii. Previous involvement with this committee on some level
 - viii. Is not an RCM/RCMA

b. Secretary and Alternate Secretary

- i. Willingness and desire to serve
- ii. Time and resources required to be an active participant
- iii. One-year commitment
- iv. Minimum of two (2) years clean time (one-year for alternate)
- v. Minimum of one-year NA service experience
- vi. Understanding of the Twelve Steps, Traditions and Concepts through application

c. Treasurer and Alternate Treasurer

- i. Willingness and desire to serve
- ii. Time and resources required to be an active participant
- iii. One-year commitment
- iv. Minimum of five (5) years clean time (four (4) years for alternate)
- v. Minimum of one-year NA service experience
- vi. Understanding of procedures required to handle large sums of money
- vii. Understanding of the Twelve Steps, Traditions and Concepts through application
- viii. Previous involvement with this committee on some level

d. Policy/Webmaster Chairperson

- i. Willingness and desire to serve
- ii. Time and resources required to be an active participant
- iii. One-year commitment
- iv. Minimum of two (2) years clean time
- v. Minimum of one-year NA service experience
- vi. Understanding of the Twelve Steps, Traditions and Concepts through application

e. Subcommittee Chairperson

- i. Willingness and desire to serve
- ii. Time and resources required to be an active participant
- iii. One-year commitment
- iv. Minimum of two (2) years clean time (Merchandise Chair and Registration Chair will be four (4) years)
- v. Previous involvement with the SC
- vi. Understanding of the Twelve Steps, Traditions and Concepts through application
- vii. Is not a member of the Administrative Committee

DUTIES AND RESPONSIBILITIES

1. Administrative Committee

The Administrative Committee carries out the conscience of the overall Committee. It functions as the Administrative Committee of the SC and holds periodic, separate meetings. Its function is to ensure that the various Subcommittees which may need extra help, receive that help. It is not necessary for the Administrative Committee to involve itself directly in the specific workings of each Subcommittee. The members of the Administrative Committee discuss the performance of Subcommittees, as well as, the SC budget and other matters which affect Surrender. The results of these discussions are included in reports at the SC meetings.

The Administrative Committee will have in place the dates for the next Surrender. These dates are to be announced at the September/October RSC. As soon as possible, the Administrative Committee drafts a tentative schedule of meeting dates for the SC. This schedule is then approved by the SC and distributed to all members and the RSC Vice Chairperson. It is advisable to choose one day of the week on which meetings will be held and schedule all meetings on those days throughout the duration of the planning period.

a. Chairperson

- i. Stays informed of the activities of each Subcommittee and provides help when needed
- ii. Prepares an agenda prior to each meeting
- iii. Presides over all meetings of the SC
- iv. Monitors the fund flow and overall SC costs and helps organize the Subcommittee budgets
- v. Prepares a budget for the Administrative Committee
- vi. Enforces Consensus Based Decision-Making at meetings
- vii. Helps to prevent important questions from being decided prematurely, to foster understanding by the entire Committee, prior to action
- viii. Is fair and impartial
- ix. Refrains from discussing a proposal while presiding
- x. Allows the Subcommittee to do their jobs while providing guidance and support, (only key issues need be brought to the SC meeting)
Subcommittees should be given trust and encouragement to use their own judgment
- xi. Maintains SC files and archives, along with the Secretary
- xii. Contacts Administrative Committee members and Subcommittee Chairpersons who have been absent for one (1) or more consecutive meetings
- xiii. Signs the lodge contract, if needed

- xiv. Is responsible for getting event insurance
- xv. Co-signer on the SC bank account
- xvi. Obtains one of two debit cards linked to the bank account
- xvii. Attends Quarterly Regional Meetings
- xviii. The Chair, along with the Vice Chair, acts as the state park liaisons and should be the only ones who speak with the hotel & state park personnel. This will eliminate any confusion or misinformation within the SC, the NA fellowship and the State Park staff.

b. Vice Chairperson

- i. Assumes all duties of the Chair in his/her absence
- ii. Organizes Subcommittees and delegates major tasks to specific Subcommittees
- iii. Acts as liaison between all Subcommittees to ensure proper adherence to the guidelines and make certain that each Subcommittee gets the necessary support to do an excellent job
- iv. Attends as many Subcommittee meetings as possible
- v. Works closely with the Chair to help delegate responsibilities to Subcommittee Chairpersons
- vi. In instances where there is a vacancy of any subcommittee chair, he/she would assume all responsibilities of that Chairperson
- vii. Maintains and distributes a calendar of events
- viii. Contacts members of upcoming SC meeting at least one week prior to such meeting
- ix. Co-signer on the SC bank account
- x. In the absence of the Chair, attends quarterly Regional meetings
- xi. The Vice Chair, along with the Chair, acts as the state park liaisons and should be the only ones who speak with the hotel & state park personnel. This will eliminate any confusion or misinformation within the SC, the NA fellowship and the State Park staff.

c. Secretary

- i. Keeps an accurate, written record of all SC meetings and Subcommittee reports
- ii. Maintains SC files and archives, along with the Chair
- iii. Distributes minutes to all SC members, RCMs and the RSC Vice Chair via mail or email within ten (10) days after the SC meeting.
- iv. Includes an attachment of Consensus actions by SC on all proposals
- v. Maintains a mailing list of all Committee members and participants
- vi. Keeps extra sets of minutes for members who request a complete set
- vii. Assists all Committees in mailing and correspondence

d. Alternate Secretary

- i. Performs all duties and has some responsibilities of the Secretary in his/her absence,
- ii. It is very important for the Secretary and Alternate Secretary to work closely together and share responsibilities

e. Treasurer

- i. Opens a bank account for the SC (if account previously opened is to be used, ensures all signature cards are updated)
- ii. Co-signer on the SC bank account
- iii. Obtains one of two debit cards linked to the bank account
- iv. Keeps an accurate record of transactions of the SC, including receipts for income and disbursement
- v. Opens a merchant account for use of accepting credit/debit cards on the website
- vi. Writes checks and is responsible for collecting receipts from Subcommittees for money paid out
- vii. Prepares a financial report due at each SC meeting and RSC meeting
- viii. Collects all donations and proceeds
- ix. Prepares an annual budget with Chairperson and the SC
- x. Reviews Subcommittee reports for departures from the financial plan, not mentioned in the original budget, so that an accurate budget can be maintained, includes this information in the Treasurer Report
- xi. Ensures each check issued has two signatures
- xii. Ensures that quarterly budgets are prepared and submitted to the RSC
- xiii. Has all financial records ready for a review at each RSC

f. Alternate Treasurer

- i. Performs all duties and has some responsibilities of the Treasurer in his/her absence
- ii. Co-signer on the SC checking account
- iii. It is very important for the Treasurer and Alternate Treasurer to work closely together and share responsibilities.

g. Policy/Webmaster

- i. Makes revisions to the Surrender Policy that have been approved by the SC
- ii. Is available at the SC meetings to clarify any questions that may arise about Surrender Policy
- iii. Reads qualifications for positions during nominations & elections
- iv. Initially, is responsible for building the Surrender website

- v. Maintains & revises the Surrender website periodically
- vi. Ensures that pre-registrations, submitted on the website, are forwarded to the Registration Chairperson

2. **Subcommittees**- Subcommittees are vital to Surrender and individuals should expect to be replaced if they are unable to serve for any reason. Two consecutive absences will be grounds for dismissal. Nominated or appointed from SC members, the Subcommittee Chairperson should have the qualifications as outlined on page 11(e). Specific service or vocational experience should be considered prior to election or appointment. Each Subcommittee has specific service responsibilities to perform. They can be composed of a Chairperson, Vice Chairperson and Secretary. Subcommittee meetings operate according to Consensus Based Decision Making. This insures the meetings run smoothly and business is conducted in an orderly fashion. Subcommittees shall maintain accurate records of activities of the Committee, as well as, all correspondence. Financial reports, including needs, expenditures, and receipts are included with each Subcommittee report. The Subcommittees of the SC shall work together. Cooperation and consideration are the keys to make the SC work.

a. Hospitality:

The purpose of this subcommittee is to ensure coffee, food and snacks are available to all Surrender participants. Four meals will be served to those who register for the retreat; Friday supper, Saturday breakfast, lunch and supper. These meals should be as cost-effective as possible. (Ask businesses to donate items) Some form of verification should be used to ensure that attendees are registering. This verification will be included in all newcomer packets. Sunday morning will be a smorgasbord of leftovers (first come, first served).

The responsibility of Hospitality is to provide an experience that will give attendees a warm and welcoming place to fellowship. It should remain open from 7:00 am until Quiet Time for the entire Surrender by providing coffee, tea, water, snacks and fruit. It should be noted that addicts drink a LOT of coffee. There should be enough coffee made available to ensure a constant availability of coffee, both regular and decaffeinated. A list of volunteers, at least two months prior to Surrender, shall be organized and work schedules prepared.

Activities such as cards, checkers, chess and other board games maybe provided (in coordination with the Program and Activities Subcommittee). A bulletin board should be available for messages. The next meal time should be prominently displayed. It should also be posted that the purpose of the hospitality room is to provide refreshments and a place for addicts to socialize, not for sleeping or storage of personal belongings.

Another responsibility of this committee is to make sure that the park grounds are kept clean and trash free. We are the face of Narcotics Anonymous.

The Hospitality Subcommittee can be organized with the following positions and responsibilities:

Chairperson

- Oversees and coordinates all aspects of the Hospitality Subcommittee
- Prepares menus and budgets for each meal
- Schedules work shifts and puts together work teams
- Reports to the SC

Vice Chairperson

- Assists the HC with purchasing food and preparing meals
- Helps coordinate work groups
- Aids where needed during the retreat

Secretary

- Keeps minutes and records

b. Registration:

Usually, the first people Surrender attendees meet are those manning the registration table. How well they are greeted, in many ways, sets the tone for how well Surrender comes off. Smooth, prompt, orderly and hospitable services are key ingredients to successful registrations. Therefore, organization and planning by the Committee is very important.

The first goal is to design a registration flyer which must be done well in advance (at least eight (8) months prior to Surrender). The development of this flyer should be a cooperative effort between Registration, Program & Activities, and Merchandise/Arts & Graphics. A registration form is customarily placed on the bottom of the Surrender flyer. When the flyer is completed, it shall be distributed at the next RSC to all Areas. It shall also be mailed/emailed to registrants from the last two Surrenders. A digital copy should be sent to the RD or AD to be forwarded to the WSO so Surrender can be mentioned in the Newline and the NA Way. The Retreat flyer can also be uploaded to the NAWS web site.

When designing flyers, remember that they are released in hospitals and institutions, as well as, other facilities which relate to NA. Appropriate use of language and lithography is crucial because these flyers, in a sense, represent NA to the public. The cutoff date for pre-registration shall be thirty (30) to forty-five

(45) days prior to Surrender. Care should be exercised in the production of flyers and registration forms. The Registration subcommittee should ensure a place on the registration form for a special needs request. Funds will be made available for this purpose, if needed.

A statement explaining the importance of registration should also be included. Flyers should be clear and informative, not confusing. Flyers should be attractive, but need not be ornate or expensive. Flyers should also be distributed at other conventions. This may require coordination with other members of the Region that plan to attend other conventions.

Registration shall keep a list of the registrations from the previous year(s) and mail or e-mail flyers 60 days before the date of the retreat.

A clear understanding should be reached between the Registration Chair and the Treasurer on the procedures for handling registrations and money. One person shall be responsible to pick up mail from the post office box. The post office box should be checked on a weekly basis until the cut-off date for pre-registrations. After the pre-registration cut-off date, the post office box should be checked 2-3 times per week.

As each registration is received by mail, direct sale or the Surrender website, a record should be made indicating information about the registrant and all money received. Also, a confirmation card and receipt should be sent to the registrant. No changes to the registration fee will be made without the approval of the SC.

The Registration Subcommittee is also responsible for renting the bedrooms in the Bald Rock Lodge. Careful records are paramount in making sure that each room is utilized to its fullest potential. Attendees wishing to rent a lodge room must make a deposit of at least half the rate for the total weekend. The balance is due no later than the cut-off date for pre-registrations. Lodge room deposits are also non-refundable after this date. (normally 30 to 45 days before the retreat)

Local H&I should be coordinated with the S&I subcommittee to provide registration for hospitals and institutions which may attend Surrender. It is always the addict who is most important. No addict will be turned away if their funds are not available, therefore a minimum of fifty (50) registrations packets should be available for those addicts and for newcomers with ninety (90) days or less clean time.

The RC shall coordinate with the PA for those individuals willing to chair workshops.

The SC shall determine how much is to be spent on registration packets. This

includes items to be placed inside the packets. Some type of registration badge, button or pin will be included in each Surrender packet. Specialty items may be included to promote early-bird and pre-registrations.

Final preparations for the Registration Subcommittee includes buying all supplies for the registration table and packets, assembling packets (including newcomer packets), ordering meal tickets or other items to verify registration, committee ribbons and having all pre-registrations up-to-date.

A member of the Registration subcommittee shall attend all Regional events to sell registrations. If free registrations are given out at these events, the Committee must keep careful records of what is provided and to whom.

Volunteers will be needed to sit at the registration table during Surrender. There should be two people during peak hours which include Friday and Saturday nights prior to the speaker meetings. There should be enough volunteers to allow everyone working the opportunity to enjoy as much of Surrender as possible.

The Registration subcommittee can be organized with the following positions and responsibilities:

Chairperson

- Oversees and coordinates all aspects of the Registration Subcommittee
- Purchases all items and supplies for Registration packets, according to their budget
- Assembles packets (including 50 newcomer packets)
- Schedules work shifts and puts together work teams
- Collects monies and registration forms and keeps an accurate record for financial purposes
- Reports to the SC

Vice Chairperson

- May assist in creation of Registration flyer and distribution
- Helps the RC with selection of packet items and assembly
- Aids where needed during the retreat

Secretary

- Keeps minutes and records

Mailing Subcommittee

- Aides in mailing/emailing flyers to past registrants and members

of RSC

- Handles all registrations that come through the mail
- Mails out registration receipts and confirmation number, as soon as possible

c. Merchandise/Arts & Graphics:

The merchandising effort of any spiritual retreat should be based strictly on the need to generate funds to ensure the success of the event. Too often, the merchandising efforts of the SC detract from the primary focus. The focus of any spiritual retreat is the celebration of our shared recovery, not to make large amounts of money. If a SC finds that it is not necessary to generate considerable sums of money to cover expenses, then the merchandising effort should be kept to a minimum.

Careful consideration should be made in selecting items to be sold at Surrender and how many of each item should be ordered. There should be records from the previous year's Surrender pertaining to the number of attendees and the number of shirts, mugs, etc., that were sold. *Remember, it is always better not to order enough rather than ordering too much.* The nature of the economy should be considered when deciding on the amount of items to order.

Careful consideration should also be made in negotiating the purchase price of items selected for sale. Usually three (3) different bids are submitted for consideration. All items selected by the Merchandising Subcommittee must first be approved by the SC.

The MC should submit a complete summary of information regarding the ordering, marketing and shipping of the items selected for sale at Surrender and the time frames for obtaining the items to the SC. Pre-tees should be ordered and ready to sell no later than January 15th. Merchandise for Surrender to be sold on the mountain should be ordered and on hand no later than 45 days before the retreat.

The MC should prepare and the SC shall approve the store hours of Surrender. Store hours should be established in conjunction with Program and Hospitality. Also, the MC is responsible for delivering receipts and purchase orders to the Treasurer, along with a list of outstanding inventory items to be sent to the RSC on a quarterly basis.

Pre-Surrender t-shirt sales can help determine what sales we can expect at Surrender. A member of the MC should attend all fund raisers and as many other NA events as possible to sell t-shirts. Funds for gasoline expenses (as approved by the SC) will be provided to members who travel to NA events for the sole purpose

of selling Pre-Surrender merchandise at open sale days of these events. The more Pre-Surrender items sold means more revenue for Surrender; and every time a shirt is worn by an NA member, others become aware of the event.

During Surrender, volunteers will be needed to work the store. Due to the handling of large amounts of money, it is suggested that anyone working the cash drawer have at least two (2) years clean time. All monies collected by the MC will be immediately turned over to the Treasurer, who will secure the money until such time that it can be deposited into the bank account.

The MC is also responsible for getting bids (at least three) from individuals or companies necessary for the production of arts and graphics of Surrender logo on flyers, merchandise, banner and any sign needed for Surrender.

The MC should solicit the fellowship for logo ideas. Surrender has no theme and should have Surrender In The Mountains with which year. (ex. Surrender In The Mountains 29)

The MC is not responsible for selecting the logo as this is left up to the SC as a whole. All arts and graphics must be approved by the SC.

The MC is also responsible for all unsold merchandise from current and previous Surrenders. There are many ways to sell this merchandise, i.e., RCMs sign for merchandise to sell to their area, take merchandise to other NA events, or use as auction items.

Sunday morning will be the only open merchandise. Merchandise from other regions, areas, groups, etc. may be sold. In the event that all Surrender merchandise is sold out prior to Sunday, open sales will be allowed at that point.

The MC can be organized with the following positions and responsibilities:

Chair

- Oversees and coordinates all aspects of the Merchandise Subcommittee
- Schedules work shifts and puts together work teams
- Reports to the SC

Vice Chair

- Assists the MC with gathering information on pricing and sizes of Mt. Tees
- Helps coordinate work groups
- Aids where needed during the retreat

Secretary

- Keeps minutes and records

d. Program & Activities:

The Program & Activities Subcommittee ("PA") has five main responsibilities:

1. The selection of topics, chairpersons and times of all meetings held at Surrender
2. Selection of two (2) choices of speakers for each of the three (3) main speaker meetings, in order of preference of the PA. The final choice rests with the SC
3. Ensures that adequate meeting facilities are available for Surrender
4. Coordinates with outside vendors for items such as, jewelry and accessories, NA approved apparel and recordings of the guest speakers and workshops
5. Other activities

Speakers and Workshops

The following guidelines shall be followed for each of the speakers:

- a. The main speaker for Friday and Saturday nights shall be a member of NA with a minimum of five (5) years clean time.
- b. Main speakers shall not be a member of the SC.
- c. Main speakers shall not have previously been a speaker at the AL/NWFL Regional Surrender within the last 5 years.

Without a good program, Surrender cannot justify the trouble and expenses required to be held. The basic qualifications for participation on the program of a NA spiritual retreat is membership in NA. A speaker or workshop chair, at a spiritual retreat, shares his/her personal experience of recovery in NA.

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts (only), and attend NA to sustain their recovery. These qualifications assure that NA members get a NA spiritual retreat. The best speakers for spiritual retreats are those who address recovery as their lives, as well as the lives of the listeners, depend on it. Funding of Surrender speakers will be limited to registration, lodging and transportation. Transportation is not to exceed the lowest airfare available.

Workshops are held to satisfy the needs of our members, for the information, or discussion on specific topics and services related to NA. You should attempt to have a balance of workshops for newcomers, service-minded members and spiritual discussions. One of the main problems in scheduling is the event of no-

shows (people who do not call when they are unable to attend). In the event of a no-show, the Program Committee should have a pool of members available from which to select replacements.

MEETING FACILITIES

There should be adequate space for two to three workshops on Saturday, a hospitality area and a place for Merchandise and Registration to set up. Coordination of chairs, tables, microphones, sound system, podiums, raisers, and anything necessary to put on Surrender, in regard to, what is provided by the facility (this includes the setting up of meetings) should be accomplished.

VENDER COORDINATION

Bids will be solicited for taping of Surrender workshops and speaker meetings.

Taping

1. The SC will provide lodging and registration for no more than two (2) individuals (if necessary).
2. All master copies of Surrender tapes will be turned over to the Surrender Chairperson, at the end of Surrender.

Other Vendors

Contracts with vendors to be present during Surrender will be negotiated prior to Surrender. Vendors will present WSO registration prior to negotiations. The only item to be provided to vendors is a location to sell their merchandise.

OTHER ACTIVITIES

Other activities such as volleyball, horseshoes and hiking will be provided for Surrender registrants and will be overseen by this committee.

The PA can be organized with the following positions and responsibilities:

Chairperson

- Oversees and coordinates all aspects of the Programming Subcommittee
- Reports to SC
- Schedules work shifts and puts together work teams

Vice Chairperson

- Assists the Chairperson and may become more actively involved in one or more aspects of the Program Subcommittee

- Helps organize workshops and speakers
- Aids where needed during the retreat

Secretary

- Keeps minutes and records

Activities Coordinator

- Coordinates activities such as volleyball, horseshoes, hiking and campfire meetings

Note: This subcommittee can be split into two separate subcommittees, if there are enough willing trusted servants.

e. Serenity & Information:

The Serenity & Information Subcommittee ("S&I") has four main responsibilities:

1. H&I liaison
2. Press liaison
3. Responsible for security/serenity
4. Responsible for providing firewood to the campers at the retreat

H&I Liaison

This subcommittee is responsible for contacting as many H&I facilities, as is feasible, inviting their patients to share fun in recovery with us at Surrender. Any requests for information from H&I sources will be handled by S&I.

Press Liaison

This subcommittee is responsible for answering any request for information from the press or any other outside source. A statement to the Press should be included in the meeting format.

Security/Serenity

The subcommittee will try to handle any problems or emergencies that arise. This subcommittee is by no means a police force but will alert the SC Chair or Vice Chair of any dangerous or illegal activities.

Firewood

This subcommittee is responsible for ordering, stocking and selling firewood to campers in need. This is to avoid problems of campers using firewood not

intended for their use.

The S&I subcommittee can be organized with the following positions and responsibilities:

Chairperson

- Oversees and coordinates all aspects of the SI
- Reports to the SC
- Schedules work shifts and puts together work teams

Vice-Chairperson

- Assists the chairperson with all duties and responsibilities
- Helps coordinate work groups
- Aids where needed during the retreat

Secretary

- Keeps minutes and records

Serenity Team Members

- Usually chosen on the mountain to help with security/serenity

FUNDING

Accountability, management and flow of funds are of immense importance. To that end, direction is needed to ensure that funds are handled to the satisfaction of the members who contribute these very funds. For this purpose, the below listed items will be followed:

1. The SC shall have its own checking account:
 - a. Checks will require two (2) of the following signatures:
 - i. SC Treasurer
 - ii. SC Chairperson
 - iii. SC Vice Chairperson
 - b. In the event a check is payable to one of the authorized signers of the account, the payee shall not be authorized to sign said check, another authorized signature is required.
 - c. The SC shall have a prudent reserve of \$12,000, which will remain in the SC checking account, subject to change only with Consensus of the RSC. This Committee is responsible to generate the funds necessary to have Surrender. Monies can be generated through Registration and Merchandising.

- d. The SC shall submit a quarterly budget to the RSC
 - e. The SC shall submit a quarterly financial statement of expenses, verifiable upon receipt with attached copy of relevant bank statements.
 - f. All expense receipts should be accompanied by a Budget Proposal Form, which should be given to the SC Secretary and an Expense Report. The receipt should be attached to the report and given to the SC Treasurer.
2. Each subcommittee of the SC is responsible to the SC for the flow of funds, i.e., expenses and proceeds.
 - a. All proposed expenditures, except for normal operating expenses should have three (3) bids submitted to the SC for approval.
 - b. All proceeds generated should be turned in to the SC Treasurer at the next SC meeting.

Removal of Trusted Servants

The following are grounds that represent the pre-requisites for removal, they are NOT meant to imply that removal is necessary, in every case, in which these grounds are present. They are simply intended as a guide when removal proceedings are instigated.

1. Failure to perform responsibilities and duties
2. Misappropriation of NA funds
3. A breach of the Traditions
4. Relapse
5. Two consecutive absences from committee meetings is cause for a member to be removed from office

Removal Procedure

1. A proposal in writing to the Chairperson, stating due cause, prior to the beginning of the Surrender Committee meeting
2. The respondent is given a rebuttal (if so desired, not to exceed 10 minutes)
3. A closed Consensus is taken if the respondent is present (respondent must leave the room)
4. Consensus is necessary to remove
5. All voluntary resignations need to be reflected in the minutes as follows:
 - a. May be in writing
 - b. May be handed in, emailed, or faxed to the Chairperson or Secretary
 - c. May be verbally made at a committee meeting