



Central New Mexico Intergroup

Job Title:	Silent Retreat Subcommittee Chair	Job Category:	Subcommittee chair*
Abstinence requirement:	3 months current abstinence		
Term of Office:	2 years		

Prepared by: Pat O

Updated: July 2018

Job Description

ROLE AND RESPONSIBILITIES

General Description:

The Retreat Committee is a subcommittee of the Special Events Committee. Its chair is responsible to 'pull it all together' and keep it there during the planning of the retreat. They need to stay in touch with each member of the subcommittee and make sure all tasks are being completed in a timely manner. During the retreat, they need to be available and coordinate last minute efforts on the part of the subcommittee.

Basic Tasks:

- Call committee meetings
- Prepare agendas
- Ensure that all tasks necessary to put on the retreat are being done by someone
- Keep everyone on task
- Be present and available at the retreat for committee members and retreatants
- Give timely reports to intergroup
- Maintain a binder of current efforts and pass on binders from previous years
- Complete a final/follow up report for intergroup and to pass on to the next chair
- Prepare and submit a budget request when prompted by the CNMI Treasurer

PREFERRED SKILLS

Should have good organizational skills. It is helpful if the chair has been on one of our silent retreats.

ADDITIONAL NOTES

There are binders from Santa Fe as well as one for each of our years doing this so you don't have to re-invent the wheel.

*See CNMI bylaws, Article VII for more information about Committees and CNMI Policy Manual, Article ___ for Committee chair qualifications and duties