SOUTHERN OREGON AREA WOMEN'S RETREAT OF NARCOTICS ANONYMOUS GUIDELINES

Updated 10/20/2025

Approved 2/26/2026

ARTICLE ONE: NAME

1.1 The retreat shall be officially named "Southern Oregon Area Women's Retreat of Narcotics Anonymous," hereafter referred to as "SOAWRNA."

ARTICLE TWO: PURPOSE

1. To celebrate recovery while adhering to the Twelve Traditions, Concepts, and all principles of Narcotics Anonymous at all times.
2. To foster unity and fellowship among female members.
3. To organize meetings, workshops, and activities that support recovery within Narcotics Anonymous.

ARTICLE THREE: POLICIES

1. A prudent reserve of $2,000 shall be maintained each year. Any funds exceeding this reserve at the end of the retreat will be donated to the Southern Oregon Area Service Committee (ASC).

ARTICLE FOUR: COMMITTEE MEMBERSHIP

The SOAWRNA committee is composed of the following members:

A. Executive Committee

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer

5. Alternate Treasurer/Registration

B. Sub-Committee Chairpersons

1. Arts & Graphics/Merchandise
2. Fundraising
3. Facility/Catering
4. Programming/Entertainment
5. Inventory

C. Sub-Committee Members

1. Any individual with a desire to participate.

Voting members consist of executive committee members, except for the chairperson, who votes only to break a tie. Sub-committee chairpersons and sub-committee members who have attended at least two consecutive meetings are also voting members.

All committee members, including the chairperson, participate in voting for the logo.

Nominations and motions may be introduced by any committee member except the chairperson; however, they must be seconded by another committee member.

A voting member, excluding executive committee members, may hold more than one voting position, but each person is limited to one vote.

ARTICLE FIVE: ELECTION OF COMMITTEE MEMBERS

1. The vice-chairperson, treasurer, and alternate positions are elected at the close of the retreat or within thirty (30) days after the retreat's closing meeting. At the retreat's conclusion, the SOAWRNA committee will elect a chairperson to attend the Southern Oregon Area Service Committee (SOASC).
2. Sub-committee chairpersons are elected at the first meeting following the retreat. Terms of office commence at the next committee meeting.
3. Terms last one to two years, depending on the position. A member may serve two consecutive terms in any role. If no other candidates are available, they may continue to serve on an interim basis.
4. Vacancies in any position are filled by election at the committee meeting following the occurrence of the vacancy.

ARTICLE SIX: REMOVAL OF COMMITTEE MEMBERS

1. Automatic removal from position will occur for any committee member who is non-compliant in the following ways:
2. Losing required clean time
3. Failing to fulfill duties
4. Misusing committee funds
5. Accumulating two unexcused consecutive absences (an excused absence requires prior notification to the chairperson or vice chairperson)
6. Committee members may resign by providing written or verbal notice to the retreat chairperson at the regular meeting before their resignation.
7. Any member who resigns or is removed before the end of their term must observe a six-month moratorium before seeking office again, unless the resignation is to assume a newly elected position.

ARTICLE SEVEN: REQUIREMENTS AND DUTIES OF COMMITTEE MEMBERS

This section details the qualifications and responsibilities for SOAWRNA committee members in accordance with these guidelines. Additional obligations may be stipulated by the SOASC Bi-Laws or other guidelines.

7.2 CHAIRPERSON

Requirements:

1. Willingness, time, and resources to fulfill all duties
2. Two-year commitment
3. At least two years clean time
4. Minimum one year of elected service in Narcotics Anonymous
5. Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service
6. Experience with or understanding of sub-committee functions and guidelines
7. Ability to exercise patience and tolerance

Duties:

1. Attend SOASC meetings and report on sub-committee activities, progress, goals, and needs, or send a delegate. Reports must be submitted in writing to the SOASC secretary.

2. Delegate major tasks among members, stay informed, and provide help as needed.
3. Assist in resolving personality conflicts and may seek SOASC assistance if necessary.
4. Ensure all activities align with the Twelve Traditions, Concepts, and the retreat's purpose.
5. Monitor fund flow and overall retreat expenses.
6. Prevent premature decisions on important matters, promoting committee-wide understanding before action is taken.
7. Support and guide sub-committees while allowing them to carry out their responsibilities.
8. Prepare and enforce the meeting agenda.
9. Chair committee meetings and the retreat, or delegate this responsibility as appropriate.
10. Appoint ad-hoc committees as needed.
11. Uphold SOAWRNA and SOASC guidelines and bylaws at all times.
12. Provide a written report to the secretary at each committee meeting.
13. Serve as a co-signer on the SOAWRNA checking account or appoint another executive committee member as necessary.

7.2 VICE-CHAIRPERSON

Requirements:

1. Willingness, time, and resources to fulfill all duties
2. One-year commitment
3. At least one year clean time
4. Minimum six months of elected service in Narcotics Anonymous
5. Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service
6. Experience with or understanding of sub-committee functions and guidelines
7. Ability to exercise patience and tolerance

Duties:

1. Act as chairperson in the chairperson's absence.
2. Coordinate sub-committees and attend their meetings as needed to ensure support.
3. Work with the chairperson to delegate responsibilities among sub-committee and ad-hoc chairs.
4. Attend all SOAWRNA meetings and provide written reports when required.

5. Deliver all pre-registration funds collected to the treasurer.

7.3 SECRETARY

Requirements:

1. Willingness, time, and resources to fulfill all duties
2. One-year commitment
3. At least six months clean time
4. Prior committee experience
5. Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service

Duties:

1. Maintain an updated set of meeting minutes for members as requested.
2. Keep a current list of names, phone numbers, and email addresses for all committee members.
3. Archive written reports from committee members.
4. Deliver all pre-registration money collected to the treasurer.

7.4 TREASURER/REGISTRATION CHAIR

Requirements:

1. Willingness, time, and resources to fulfill all duties
2. Two-year commitment
3. At least two years clean time
4. Minimum two years of service in Narcotics Anonymous
5. Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service
6. Stable income, personal financial management, and ability to earn trust of SOAWRNA and SOASC
7. Experience with and understanding of sub-committee functions and guidelines

Duties:

1. Maintain the SOAWRNA bank account.
2. Collaborate with the executive committee to prepare and manage the budget.
3. Issue checks and collect receipts for all expenditures.
4. Manage all retreat funds, pay bills, and advise the committee on finances.
5. Provide complete financial reports at each pre-retreat meeting and within 60 days after the retreat to SOASC.

6. Serve as chairperson in the absence of both the chairperson and vice-chairperson.
7. Attend SOASC meetings as requested.
8. Submit a written report to the secretary at each committee meeting.
9. Hold and regularly check the post office box key.

7.5 ALTERNATE TREASURER/ALTERNATE REGISTRATION CHAIR

Requirements:

1. Willingness, time, and resources to fulfill all duties
2. One-year commitment
3. At least one year clean time
4. Minimum one year of service in Narcotics Anonymous
5. Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service
6. Stable income, personal financial management, and ability to earn trust of SOAWRNA and SOASC
7. Experience with and understanding of sub-committee functions and guidelines
8. Deliver all pre-registration funds collected to the treasurer

Duties:

1. Serve as treasurer in the treasurer's absence.
2. Assist with budget preparation and related tasks.
3. Work with the treasurer to collect receipts for all expenses.
4. Submit written reports to the secretary at all committee meetings.
5. Attend SOASC meetings as requested.

7.6 ARTS AND GRAPHICS/MERCHANDISING CHAIRPERSON

Requirements:

1. At least one year clean time
2. Prior service experience
3. Willingness, time, and resources to fulfill all duties
4. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service

Duties:

1. Attend monthly SOAWRNA committee meetings.
2. Submit a budget for estimated committee costs to the treasurer.
3. Organize and manage the logo contest, introducing a new theme and logo annually.

4. Obtain signed releases from individuals submitting artwork or written materials for committee use; unapproved items will be returned, and no donated items will be returned without SOAWRNA approval.
5. Ensure the original logo is digitized and saved before use.
6. Design all banners, programs, tickets, flyers, posters, and merchandise using the approved logo.
7. Provide timely information for pre-registration form design and setup.
8. Prepare and distribute registration packages, securing at least three bids for items included.
9. Deliver all pre-registration funds to the treasurer.
10. Set up and maintain a registration table at fundraising events and during the retreat.
11. Periodically and immediately deliver all registration funds to the treasurer, especially at the end of the retreat.
12. Provide written reports to the secretary at all committee meetings.
13. Manage all retreat merchandise contracts, obtaining a minimum of two bids for committee approval, with contracts presented at least 120 days before the retreat.
14. Ensure all merchandise is purchased from contracted vendors.
15. Maintain and update a ledger of merchandise purchased and sold, reporting monthly.
16. Oversee the sale of all current NA merchandise.
17. Report on leftover merchandise at the first committee meeting after the retreat.

7.8 ARTS AND GRAPHICS/MERCHANDISE VICE-CHAIRPERSON

Requirements:

1. Minimum six months clean time
2. Willingness, time, and resources to fulfill all duties
3. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service
4. Desire to serve and learn

Duties:

1. Act as chairperson in the absence of the arts & graphics/merchandise chairperson, providing written reports to the secretary.
2. Attend all arts & graphics/merchandise committee meetings.
3. Assist the chairperson in fulfilling all sub-committee duties.
4. Complete other assignments as requested by the committee or chairperson.
5. Deliver all pre-registration funds to the treasurer.

7.8 CATERING/FACILITY CHAIRPERSON

Requirements:

1. At least one year clean time
2. Previous service experience
3. Willingness, time, and resources to fulfill all duties
4. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service

Duties:

1. Present an itemized monthly budget to the treasurer for estimated costs.
2. Oversee cooking and cleaning for all retreat meals, or select and coordinate with outside providers.
3. Follow all applicable food handling laws and secure necessary permits or licenses.
4. Coordinate with fundraising and merchandise committees for event meals and cleaning.
5. Arrange table decorations for all events and meals.
6. Submit written reports at all committee meetings.
7. Propose and negotiate retreat locations, securing contracts within specified deadlines and according to policy, with all contracts approved by SOAWRNA at least 30 days before the event.
8. Estimate attendance using all available information.
9. Present menus and meal costs for registration, staying within approved budgets, and authorize/sign for services as needed (with up to three authorized signers).
10. Set up and maintain a hospitality site.
11. Deliver all pre-registration funds to the treasurer.

7.9 CATERING/FACILITY VICE-CHAIRPERSON

Requirements:

1. Minimum six months clean time
2. Willingness, time, and resources to fulfill all duties
3. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service
4. Desire to serve and learn

Duties:

1. Act as chairperson when the catering/facility chairperson is absent, submitting written reports at meetings.
2. Attend all committee meetings.
3. Collaborate with the chairperson to fulfill all committee responsibilities.
4. Complete additional tasks as assigned by the retreat chairperson or sub-committees.
5. Deliver all pre-registration funds to the treasurer.

7.10 FUNDRAISING CHAIRPERSON

Requirements:

1. At least one year clean time
2. Prior service experience
3. Willingness, time, and resources to fulfill all duties
4. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service

Duties:

1. Present an itemized budget for anticipated expenses to the treasurer.
2. Ensure all events comply with NA Traditions, Concepts, and local laws; fundraising must occur within the fellowship.
3. Attend all fundraising events.
4. Obtain committee approval for all events before implementation and provide ample notice to the fellowship.
5. Submit expenses for approval prior to each event; receive checks from the treasurer for approved costs.
6. Deliver all event proceeds and itemized statements to the treasurer within three business days of each event.
7. Work with the arts & graphics/merchandise committee on merchandise design before finalizing contracts.
8. Deliver all pre-registration funds to the treasurer.

7.11 FUNDRAISING VICE CHAIRPERSON

Requirements:

1. At least one year clean time
2. Prior service experience
3. Willingness, time, and resources to fulfill all duties

4. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service

Duties:

1. Act as chairperson when the fundraising chairperson is absent, submitting written reports at meetings.
2. Attend all committee meetings.
3. Assist the chairperson with all committee responsibilities.
4. Complete other assignments as requested by the retreat chairperson or sub-committee.
5. Deliver all pre-registration funds to the treasurer.

7.12 PROGRAMMING/ENTERTAINMENT CHAIRPERSON

Requirements:

1. At least one year clean time
2. Prior service experience
3. Willingness, time, and resources to fulfill all duties
4. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service

Duties:

1. Attend all monthly committee meetings.
2. Maintain the committee's collection of speaker tapes.
3. Inform the NA community of speaker tape submission opportunities and deadlines.
4. Schedule all retreat events and submit the program for committee approval at least thirty days prior to the retreat.
5. Organize all speaker meetings, marathon meetings, and workshops, ensuring all speakers are NA members.
6. Submit written reports at each committee meeting.
7. Plan and execute all entertainment events at the retreat, delivering all proceeds to the treasurer immediately following each event.
8. Deliver all pre-registration funds to the treasurer.

7.13 PROGRAMMING/ENTERTAINMENT VICE CHAIRPERSON

Requirements:

1. At least one year clean time
2. Prior service experience

3. Willingness, time, and resources to fulfill all duties
4. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service

Duties:

1. Act as chairperson in the absence of the programming/entertainment chairperson, submitting written reports at meetings.
2. Attend all committee meetings.
3. Assist the chairperson with all committee responsibilities.
4. Complete other assignments as requested by the retreat chairperson or sub-committee.
5. Deliver all pre-registration funds to the treasurer.

7.14 INVENTORY CHAIRPERSON

Requirements:

1. Minimum six months clean time
2. Willingness, time, and resources to fulfill all duties
3. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service
4. Desire to serve and learn

Duties:

1. Attend all monthly committee meetings.
2. Maintain and store committee supplies.
3. Create and update inventory reports after each event and retreat.
4. Inform the committee of supply needs.
5. Submit written reports to the secretary at all committee meetings.
6. Deliver all pre-registration funds to the treasurer.