

Gulf States Quilting Association

Policies and Procedures

Retreat Coordinator

Policy Statement

The Retreat Coordinator shall plan and direct a GSQA Quilt Connection Retreat as often as is feasible, in consultation with the Board of Directors; present a budget and a plan for the location, schedule and activities, to the Board of Directors for review at least six months prior to a Retreat; present reports quarterly at the GSQA Board meetings and as appropriate at the GSQA General meetings; keep a permanent file of all materials, supplies and reports pertinent to the office to be transferred to the successor.

History:

As a new event to GSQA, the Quilt Connection Retreat has been held in the Fall for three years with a length of either three or four days from Friday through Sunday. A second retreat location has been found and retreat scheduled in Winter/February. The schedule of events, activities, retreat dates, evening activities, and number of days, is determined by the Retreat Coordinator, with consideration of facility availability.

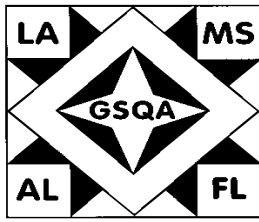
Procedures/Standards and Roles & Responsibilities:

1. On an ongoing basis, report status of plans to the GSQA Board.
2. Nine to twelve months prior to Retreat – Schedule Retreat dates, select a facility, and obtain signed contact with the facility. The facility contract must be signed by either the current GSQA President or the Retreat Coordinator and a copy sent to the GSQA Treasurer.
3. Six to nine months prior to Retreat – Calculate costs per person, prepare registration form, and general information that will be used to publicize the retreat. Submit information to Newsletter Editor and Media Director. Track registrations from GSQA members and non-members; submit checks to Treasurer for deposit. Send copies of membership renewals and checks (or copies of checks if only one check included) to the Membership Director.
4. Three months prior to Retreat – Send invoices to members who have not yet paid full retreat amount. Give a Retreat report at General meetings, as information is available.
5. Two months prior to Retreat – Contact facility and let them know how many participants will be attending. Make room assignments and choose menus.

Policy History

Original Date: September 2016

Approved: December 3, 2016



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6. Two weeks prior to Retreat – Send informational letter/email to participants. Prepare nametags. Gather supplies. Check to ensure that Retreat participants are members in good standing as of whatever date has been decided upon OR that they have included the non-member/dues fee.
7. Day before Retreat – Arrive at facility and check on layout and sleeping rooms.
8. Conduct retreat. Assist with problems as they arise.
9. Last day of Retreat – Hand out evaluations to participants for feedback for future retreats. Meet with the facility liaison and the GSQA Treasurer, if available, to receive a final bill for the event and to make necessary payments.
10. After Retreat – Present at least a preliminary wrap-up report including finances at the first GSQA Board Meeting after Retreat, and a final report as soon as possible to the Board. Present a proposed budget for the next Retreat.

Policy History

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