

## **RETREAT COORDINATOR (S)**

### **DESCRIPTION:**

WOW hosts an annual fall quilt retreat. The coordinators decide activities at the retreat but always include much time for sewing and sharing! The retreat is open to all WOW members.

### **RESPONSIBILITIES:**

The Retreat Coordinators are responsible to:

- Verify retreat location and date
- Secure prizes and plan all activities to be included in the retreat
- Announce date, place, and cost of retreat in the newsletter and at meetings
- Make retreat reservation forms available at meetings
- Accept reservations with deposit at meetings or by mail though the end of August or September, depending on date of retreat
- Give appropriate information handouts to attendees and keep them informed
- Coordinate menus with camp personnel prior to arrival
- At retreat, greet guests, coordinate all activities, and act as liaison between guests and camp personnel
- If appropriate, make reservation with camp for the next year
- Keep records of deposit money and expenses and submit to treasurer