

Duties/Job Description: Retreats

Coordinate and organize two weekend retreats, currently at Alton Collins Retreat Center in Eagle Creek, Oregon, typically in April and October.
Schedule several Sewing Days, currently at Hudson Plaza during the year, typically on a Saturday.

Form a committee of 3-4 persons to assist with planning and executing retreats and sewing days.

Hold committee meetings. Not generally held monthly, but usually for the two to three months prior to a major retreat.

Quilt Retreat responsibilities:

Coordinate with the retreat location as to numbers of attendees and the length of their stay.

Submit Payment Requests to the Finance Chair for deposits and final payments on a timely basis.

Generate paper sign up forms and work with the Website Chair for the Electronic Sign up forms.

Plan, with your committee, activities that will take place during the retreat. Usually a "get to know you" activity on Friday evening; and some type of activity on Saturday afternoon or evening.

Coordinate with massage therapist.

Plan, with your committee, any favors (notions) that are to be given away during the retreat.

Make announcements and take reservations at MPS meetings.

January 2014