

## Retreat Committee Job Description

Retreat is an ad hoc committee, as of 2013 By-Law changes. Therefore, an individual or group interested in serving on a Retreat committee and planning a retreat should present a request and preliminary dates and ideas to the Board to be sure that a budget can be allotted for it. The Retreat budget is determined by the BTQG budget committee and approved by general membership at the BTQG Annual Meeting.

The Chairperson, or another committee member, attends BTQG Board Meetings and should be prepared to give periodic updates on plans for the Retreat.

The Chairperson can book the retreat facility up to two years in advance, including guest rooms, a central sewing room, a dining room, menus for each meal, and classroom area(s). The committee works with the facility on all related details.

All contracts with a facility must be approved by the Board before being signed by the Retreat Chairperson and the facility. After Board approval, an advance deposit to the facility can be made, if required by the facility.

Retreats have been held in late February or early March, but other months are options as well. The individual registration fee is determined by the retreat committee, based on the facility cost and the committee's budget. Registration fees should cover the full cost of the retreat and also stay within the committee's budget. The retreat is not expected to be a money making event. Fees should be kept low enough to make it affordable to all. The payments are collected by the committee several months in advance and given in a timely manner to the BTQG Treasurer. Retreat expenses are submitted to the BTQG Treasurer for reimbursement.

The number of participants is determined by the committee based on facility accommodations. Registration forms are provided in a guild newsletter well in advance of the retreat weekend, along with some detail of the event and instructions to mail the completed form and full or partial payment after a certain date. Attendees are accepted on a first come, first served basis until the roster is complete. A waiting list is maintained in case some attendees need to cancel before the retreat.

The committee chooses the theme of the retreat and decides all details of the retreat. A retreat can be as simple or as complicated as they want to make it. At a minimum, there are name tags for each attendee. There can also be dining room table decorations, table favors/gifts at meals, door prizes, exchange blocks, games or other special activities.

If the committee decides to have classes, teachers must be recruited and fees determined (if any) to cover the cost of patterns and/or kits.

If the committee chooses to have exchange blocks, then the pattern(s) and sewing directions must be chosen and provided to the attendees soon after their registrations are received. Attendees get to submit their name for a prize drawing, 1 ticket for each exchange block completed. The committee divides the blocks into groups based on number and/or blending of color choices and draws a winner for each group of blocks.

"Secret Sisters" is an activity which has always been offered, and attendee participation is voluntary. Participants complete a Secret Sister form that contains information helpful to the person buying or making small gifts for the person who is their Secret Sister. The committee assigns the Sisters and gives

each person a copy of their Secret Sister's form well in advance of the retreat so people have time to buy or make gifts. Participants secretly deliver little gifts to their Secret Sister recipient throughout the weekend. Traditionally, a gift of around \$15 value for your Secret Sister is turned into the committee at check-in day, and placed by the committee on Sunday morning breakfast tables for your Secret Sister to receive at that time. This is also the time when the identity of Secret Sisters is revealed.

A retreat packet is created and given to each attendee soon after their registration is received. This may be in digital format. The packet contains all information needed: check in/check out times, driving directions, list of attendees/roommates, list of class participants, class information and necessary supplies, exchange block patterns and instructions, a packing checklist of sewing supplies, information about local quilt shops, retreat menus, and whatever else attendees might need to know for the particular retreat.

Regular announcements about the upcoming retreat are made by the chairman or another committee member at BTQG chapter meetings and in the newsletter.

The Retreat Chairperson and committee will arrive at the retreat location at least a few hours before check-in to set up the sewing room or make sure it has been set up as desired. The committee will have a check-in table to give name tags, collect exchange blocks and Sunday morning Secret Sister gifts, and collect other items that might have been requested by the committee (such as fat quarters, spools of thread, etc. to serve as table favors).

The chairman and committee members serve as hosts and are to be available during the retreat weekend to help attendees as needed and to be liaisons with the retreat facility. The committee is usually the last to leave the retreat, to help participants as needed and to gather up any forgotten items.

Within 4 weeks after the retreat, the Committee Chairperson summarizes the event for the Board and submits a written report for the newsletter and also submits a written financial report to the treasurer.

Submitted by Willie Morris,  
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Retreat Chairpersons 2022-2023