

Raindrop Decorative Painters

Retreat Job Description and Guidelines

(Revised October 2023)

Our Mission: To provide a dedicated gathering place for our membership of decorative painters. To encourage sharing and participation in an environment of learning and inspiration while strengthening friendships through joyful camaraderie.

Chairperson/Committee Responsibilities

1. A Chairperson can volunteer or may be selected by the board of directors to organize a membership retreat. It is up to the chairperson to recruit additional assistance to create a committee of at least one other person for assistance in planning and execution of the retreat.
2. The Chairperson/Committee is responsible for reading, understanding, and managing these **Raindrop Membership Retreat Guidelines** and the **Teacher Agreement** documents as written.
 - a. Any changes, deviations or questions must be presented to the entire Executive Board of Directors immediately for review and resolve. This may be done by formal meeting or email if all board members are included. Final decision email response should come from the President or Vice-President depending on availability.
3. The Chairperson/Committee is responsible for selecting the dates, venue, teacher(s), activities, and projects based on feedback from the membership.
 - a. Feedback may be in the form of a survey and/or discussion during a membership meeting in the planning year.
4. The Chairperson/Committee is responsible for scheduling, communicating, and coordinating details with the venue and teachers, as necessary.
5. The Chairperson/Committee is responsible for managing all aspects of registration including tracking attendee headcounts and related payments. See Accounting & Budget section for details.
6. The Chairperson/Committee is responsible for coordinating payments to the venue and teachers.
7. The Chairperson/Committee is responsible for obtaining a contract from all teachers.

- a. The Chairperson/Committee is solely responsible for managing the current approved budget for the Retreat.
 - b. Unauthorized use or commitment of Membership funds by Chairperson/Committee is strictly prohibited.
8. The Chairperson/Committee must provide updates to the executive board at each membership meeting, during the planning year, to include financial status, registration status and any issues or concerns that come up.
 - a. A tracker should be kept planning and managing financial details. This tracker should be kept organized and current during the entire planning year, up to final submission to the board. The Board should be consulted on all budgetary items.
 - b. A final report is due to the board at the first board meeting following the retreat.
 - c. The Chairperson/Committee will coordinate with the webmaster to set up a pay pal account, registration forms and advertise on face book. They will also coordinate with the newsletter editor to submit a flyer for advertising.
9. Should the Chairperson/Committee decide to have fundraisers, gifts, and prizes, they should begin in the planning year to contact vendors, teachers, and others to solicit items used for fund raising, gifts and/or prizes.
 - a. Raffles and fund raising should be started early in the planning year to ensure adequate funds are available to cover additional retreat expenses.
 - b. Raffle items can be divided into categories of large and small to be awarded same day or at retreat, depending on value. The chairperson will be responsible for ensuring this is done equitably and fairly for the benefit of the retreat and all Raindrop members.
 - c. All funds raised, regardless of method obtained, will be turned over to treasurer at each General meeting, according to the process under Accounting & Budget.

General Retreat Detail

1. After teacher(s) are selected, project submissions will be available for review and selection at the next membership meeting. Submissions can be in the form of photographs, photocopies, or original projects.
2. Teacher details and photos of selected projects will be provided to the Newsletter Editor and Webmaster at the next meeting.
3. Classes or events planned for Friday and Sunday should be no more than 4 hours each. Saturday classes should be no more than 8 hours, with breaks or meals coordinated with the venue & teacher.
 - a. Multiple, smaller classes may be organized on any of these days, as presented to and agreed upon by the Chairperson/Committee at the beginning of the planning year.
4. Attendee name tags and table tent place cards can be provided by Chairperson/Committee to all attendees, in format & material of choice, with the intention of being used the entire duration of the event.
5. The Chairperson/Committee could select a theme to be tied into events and communication.
6. The retreat is an annual, special event, intended for Raindrop Members only. Registration must be done in advance for planning and budgetary purposes. Therefore:
 - a. All retreat attendees must be registered and paid in full, 30 days prior to the first day of retreat.
 - b. Should registration numbers fall below venue minimum requirements, exceptions may be made to include non-members.

Accounting & Budget

1. General budget outline:
 - a. Teacher fees will be covered using current budgeted membership funds and will follow the same fee structure and guidelines established for membership meetings, paint-ins, and Seminars.
 - b. A retreat budget will be made available at the beginning of the planned year, for use as needed for venue deposit, teacher deposit or to cover unexpected charges. Funds will be made available through the Treasurer via reimbursement receipts or invoice submission with forms available on the website.
 - c. Chairperson/committee - Registration checks and cash payments will be accounted for individually on numbered/duplicate sales receipts to include:
 - i. Name of attendee
 - ii. Date received.
 - iii. Amount
 - iv. Form of payment (cash/check/online)
 - v. Name of person sharing sleeping room
 - d. One receipt copy will be provided to the Treasurer with associated funds, the other copy will be attached to attendee registration and returned to them no later than 30 days prior to retreat.
2. All funds raised, regardless of method, will be deposited into Raindrops Bank and a Cashier Report made out by Chairperson/Committee will be sent to the Treasurer via email. The Cashier Report date needs to be dated the same date as the deposit. The original bank receipt can be mailed to the Treasurer after all deposits for the Retreat are made.

Teacher Agreement

Project Submission

1. Teacher submissions may be in the form of photographs, photocopies, pdf, or sample pieces. Pattern, basecoat/prep instructions with supplies list and photo to be sent to Chairperson/Committee for distribution to the attendees.
2. Final projects selected by Raindrop Membership must be taught as submitted.

Project Criteria

1. Teachers will provide paint, pattern, complete instructions, and photo of the project.
 - a. Teachers may offer selected surfaces through selected vendors or sell to students directly.
 - b. Students always have the option of using their own surface.
2. Teachers are encouraged to sell packets, books, surfaces, supplies, etc. during or after class.

Teacher Fees & Charges:

1. Raindrop Membership Teachers will be paid for class time, using the following schedule and will be responsible for paying for their own travel, lodging, and meals:
 - a. 2hrs = \$50
 - b. 4hrs = \$100
 - c. 6hrs (including breaks) = \$150
2. Seminar Teachers will be paid at their contract rate plus travel, lodging, and meals.
3. Teacher payment will be in the form of a check, paid to the teacher prior to her leaving the retreat.

Revised 10/14/2023.