



## **Wildacres Committee Duties of the Co-chairs**

Posted 04-12-2024

1. Set up and chair Committee meetings via ZOOM or in person.
  - Typical meeting months: May, October, November, January, February/March, April
2. With committee members help, find a great speaker and entertainment for next retreat
3. Update the registration application and program schedule.
4. Working with the webmaster, provide revisions to the Wildacres webpage: updating speakers, speaker's biographies, application, schedule, reading list, etc.
5. Attend and advise Board of the committee's activities at monthly meetings.
6. Prepare a budget for the year's retreat
7. Maintain a continuing close, personal relationship with Wildacres' management and determine the dates for the next retreat
  - a. Complete Wildacres forms:
    - application in January,
    - retreat details (numbers, special accommodations, facilities needed, etc.) 3 weeks prior to attending, and
    - participants details (emergency contact, dietary needs, etc.) the day of the retreat.
  - b. Arrange for the required number of rooms and special accommodations.
  - c. Meet with Wildacres director at the end of the retreat for payment and review.
8. Prepare materials for the retreat's schedule and activities.
9. Ensure all activities are covered by a committee member:
  - Happy Hour, AV, Q&A moderators, Free time activities
10. Advertise to the general membership via email and in person at weekly meetings
11. Select a Committee member to receive applications and maintain a spreadsheet which includes name, contact email and phone, need for special accommodations (street level, handicapped), checks received, emergency contacts, dietary needs, Happy Hour volunteer.
  - a. Collect retreat checks and make arrangements to transfer them to the SS treasurer.
  - b. Notify the membership chair about new members who register through the retreat.
  - c. Contact each person to confirm receiving the registration
  - d. Assign rooms based on special accommodations and SS requests
  - e. Register retreat participants at Wildacres, starting at 4 pm on first day.
  - f. Arrange for rides to Wildacres, if needed.
12. Provide regular communication to Senior Scholars who register. Recommend 3 weeks (early April), and then a few days prior to the retreat.
  - Special communications may be needed for first time participants, such as a Q & A meeting.

13. Oversee the Retreat: provide introductions Monday evening, act as the liaison between Wildacres staff & SS, manage arrangements so that the schedule runs smoothly and any issues are addressed.

14. Prepare a feedback survey for participants and analyze results to allow for the committee to review and make recommendations.

15. Many of these tasks may be delegated to the voluntary members of the Wildacres committee.