

**Sharathon Chairperson/committee shall:**

Establish committee.

Determine the number of sharathons and schedule for the year, leaving the exact date for the host group to select.

Invite particular groups to host.

Assist in developing a schedule of tasks (i.e. topic selection, site selection, publicity, format, set-up, registration, literature, etc.) Groups are most willing if given specific guidance.

Assist in developing sharathon theme, may be directed by NHI in response to membership needs.

Assist in securing keynote speakers.

Procure refreshments and supplies for sharathon.

Provide guidelines for format or sharathon to ensure upholding traditions.

If needed, assist in creating and producing initial flyers, program and signage.

Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the NHI prior to implementation. Each standing committee chairman shall submit a written report to NHI semi-annually, but at least by June and at the end of any specific event coordinated by that committee. If any monies are expended from an approved budget, a detailed and itemized report shall be included with the committee report.

**Retreat Chairperson/committee shall:**

Establish committee.

Determine date of retreat.

Determine location.

Establish costs, deposit requirements, registration deadlines, scholarships (if applicable).

Develop and produce advertising flyer/registration form. Make available to NHI for approval and distribution.

Secure retreat leader.

Work with retreat leader to develop theme of retreat.

Provide support to leader (i.e. copying and supplies), if needed.

Determine menu requirements and work with facility to ensure compliance.

Receive registrations and assign rooms.

Purchase gift for retreat leader.

Facilitate the retreat.

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