

**ORANGE COUNTY CHAPTER OF CALIFORNIA SOCIETY OF ENROLLED AGENTS
STANDARD OPERATING PROCEDURES - RETREAT COMMITTEE**

I. POLICY

- A. It is the policy of the Orange County Chapter to establish, on an annual basis, a Retreat Committee.

II. PURPOSE

- A. The purpose of the Retreat Committee is to:
- B. Identify appropriate dates for the Annual Planning Retreat for the succeeding Fiscal Year.
- C. Select appropriate locations, secure pricing information, and occupancy conditions.
- D. Negotiate terms and conditions on behalf of the Chapter.

III. PROCEDURE

- A. By the third Board of Directors meeting of the new Fiscal Year the President shall appoint either the Second Vice President, or a member at large under the cognizance of the Second Vice President, to serve as Chair of an Ad-Hoc Committee, known as the Retreat Committee, whose broad functions are stated above.
- B. The Committee so constituted shall not be limited by number or constituency.
- C. The Retreat Committee shall:
 - 1. Select appropriate dates for holding the Chapter Annual Retreat to bring to the Board for concurrence. Every attempt shall be made to avoid conflict of dates with other functions of the Chapter or of the California Society of Enrolled Agents.
 - 2. After having secured Board concurrence, select appropriate locations for the Retreat, including occupancy rates, payment requirements, etc.
 - 3. Bring the information thus derived to the Board of Directors for approval. If occupancy rates exceed previously established budget numbers, the Committee Chair shall apply for additional funds through appropriate motions to be submitted to the Board.
 - 4. On behalf of the Chapter, negotiate with site management occupancy terms, payment requirements, food and refreshment needs, conference room use and requirements, and other relevant issues.
 - 5. When authorized by the Board of Directors, make arrangements with the Chapter Newsletter Editor to publicize the dates of the Annual Retreat. Solicit names of Members who plan to attend, together with names of

family members who will accompany the Members. Based on the number of rooms reserved, every effort should be made to encourage Members to attend and participate in the Chapter planning process.

Submitted for Approval 12/16/2003; Amended August 15, 2006