

AREA 46 PRECONFERENCE ASSEMBLY

MARCH 26-27 2022

MORIARTY CIVIC CENTER
202 BROADWAY
MORIARTY, NM 87035



HOSTED BY DISTRICT 13

VOLUNTEERS NEEDED:
EMAIL DISTRICT13@
NM-AA.ORG

MORE INFO:
NM-AA.ORG/SERVICE/
ASSEMBLY-INFO/
UPCOMING-ASSEMBLY



District 13 is Hosting the March 2022 Area 46 AA Assembly – Come be of service!



You can use the QR code to hop directly to the link, or visit <https://tinyurl.com/2dv7yefy> to access. For any questions, call Sarah H., DCM for District 13, at 614-406-6704 or Barb C. (especially if you are interested in volunteering in the food arena), Alt DCM for District 13, at 505-289-0620.

General Assembly Help

- **Assembly Committee Co-Chair:** Assists Assembly Chair (Sarah H.) with coordination.
- **Zoom Coordinator:** Recruits and coordinates volunteers to monitor the breakout rooms and monitors the main session. Works with the Area Technology Chair to ensure needs are met.
- **Set-Up Coordinator:** Arranges for chairs and tables needed for the Assembly and recruits set up team.
- **Tear-Down Coordinator:** Arranges for chairs and tables to be picked up and recruits team to breakdown the event.
- **Custodial Coordinator:** Recruits team to keep the Assembly spaces (including hospitality area clean for the duration of the event).

Assembly Food Help

- **Hospitality Team Co-Chair:** Will, with the Hospitality Chair (Barb C.), rally the hospitality team to work their magic and shop for the hospitality purchases.
- **Hospitality Room Coordinator:** Make sure hospitality space is stocked with paper goods, drinks, etc. Assist meal coordinators as needed. Work with beverage coordinator to ensure all beverages are available at appropriate times.
- **Coffee/Beverage Coordinator:** **Ensure** the coffee (reg & decaf) is always available for the duration of the Assembly. Recruiting needed coffee pots to make enough coffee. Work with hospitality room coordinator to ensure all beverages are available at appropriate times.
- **Sat Breakfast Coordinator:** Cut pastries, donuts & fruit into quarter size pieces. Make sure juices are available. Make sure you have donuts!
- **Sat Lunch Coordinator:** Recruit team to make all aspects of the lunch on Saturday. Team will also serve lunch.
- **Sun Breakfast Coordinator:** Cut pastries, donuts & fruit into quarter size pieces. Make sure juices are available. Make sure you have donuts!

Upcoming Assembly Volunteer Planning Meetings ~ Zoom code: 9232 067 4878 ~ All at 11:00AM

January 1/16/2022

February 1/20/2022

January 1/30/2022

March 1/13/2022

February 1/13/2022

March 1/20/2022