

Volunteers Needed!

District 22, along with Districts 55 & 56, will be hosting the January 2026 Area Quarterly meeting, and needs to establish a Host Committee to prepare for the event. Positions are as follows:

Host Chair: Set host committee meetings, create an agenda, facilitate meetings, make copies of registration forms. Make sure the registration form is ready, translated, and printed for distribution at the quarterly before your quarterly (or the assembly if you are a January quarterly). Give progress reports to Area at quarterlies and potentially the assembly (depending on which quarterly you are hosting). Day of the event you will be at the mic giving host committee reports, meal instructions, et cetera. Write a final report.

Secretary: Record meeting minutes, create committee contact list, compile final reports from host committee chairs. Please use the final report form provided by Alt. Chair and send all finished final reports to the Alt Chair for distribution to future quarterly host districts.

Registration Chair: Receive registrations, enter them into excel spreadsheet, order materials for badges and meals, have copies of registration form in English and Spanish at onsite registration table. You will need a money box with change and, if you choose, Venmo type capabilities for registration funds. Be ready for several last-minute registrations and registration changes. Write a final report.

Facilities Coordinator: You are the contact person with the venue. Check with the Area Sound/Zoom Coordinator to ensure venue Wi-Fi capabilities and whether venue sound and av equipment will be used. You should be familiar with the layout of the venue and contract. Make sure traffic flow will run smoothly for registration, meals, et cetera. Plan a walkthrough. Be visible during the event as you are the go-to person. Research local moderately priced hotels for room blocks. 40 rooms are generally a good block.

Food Coordinator: Arrange a Friday night no-host dinner at a local restaurant (some committees have had onsite meals of Pizza) Plan for an ice cream social (or the like) Friday night and lunch Saturday at the quarterly. Choose menu either through venue or local restaurant or district cooking volunteers. Make sure there are coffee and drinks available throughout the day and arrange for any excess funds to be used for “special” food items – donuts, cookies, etc. Oversee smooth and expeditious food distribution.

Duties of Treasurer: Develop a budget with other committee members. Deposit money, pay expenses. Know the contract and when monies are due to the facility. Keep detailed records of transactions as they happen, set up a schedule for regular deposits of checks, keep Alt Chair updated on finances, and write a final report.

Volunteer Chair: Coordinate with all committee chairs to find out and fill needs. Area needs timers (two at a time) and microphone volunteers. Advertise for volunteers, collect sign-up sheets, plan orientation meetings. Don’t really start committing people until closer to quarterly.

Contacts

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