



Anchorage Alaska Intergroup

Effective Date: 09, 2015

AAI Policy #: Undetermined

Adopted: 02, 2014

Revised: 09, 2015

Duties and Responsibilities of Anchorage Alaska Intergroup Board Officers

Purpose:

The purpose of defining the 12th Step Within Committee Chair's duties and responsibilities is to provide clarification and a clear understanding of the role of 12th Step Within Committee Chair.

Additional Authority:

None

Scope:

12th Step Within Committee Chair

Responsible Party:

Anchorage Alaska Intergroup

POLICY

The 12th Step Within Committee Chair has the responsibilities of presiding at the 12th Step Within Committee, submitting committee reports at the AAI meetings, overseeing, with the committee, AAI programs and events to reach out to existing members, be the spokesperson for the 12th Step Within Committee, planning, with the committee, and with the approval of AAI, the events, preparing an annual report, and preparing an annual budget.

PROCEDURE

1. The Twelfth Step Within Committee Chair's responsibilities are the following:
 - a. prepare the agenda for the committee meeting,
 - b. preside at all 12th Step Within Committee meetings,
 - c. call committee members to order,
 - d. maintain order at committee meetings,
 - e. explain and decide questions of order,
 - f. announce business (motions and decisions),

- g. state/restate all motions,
- h. put questions to a vote and announce results,
- i. cast the deciding vote to break a tie,
- j. put questions to a vote and announce results,
- k. ensure that the minority voice is heard,
- l. enact and abide by decisions of the majority,
- m. sign necessary documents,
- n. act as a spokesperson for the committee,
- o. prepare and present the Committee Report at the AAI meeting,
- p. propose to AAI programs and events to assist local members in the fellowship who are still suffering,
- q. prepare an annual report,
- r. submit bills to the AAI treasurer (only AAI treasurer can pay bills), and
- s. prepare an annual report.