



Anchorage Alaska Intergroup
Effective Date: 09, 2015

AAI Policy #: Undetermined
Adopted: 02, 2015
Revised: 09, 2015

AAI Group Manual

Purpose:

The purpose of explaining the process for creating and maintaining the AAI Group Manual.

Additional Authority:

None

Scope:

Anchorage Alaska Intergroup

Responsible Party:

Corresponding Secretary, Publication Committee Chair

POLICY

An AAI Group Manual is created for the purpose of providing AAI groups with AAI group information and OA group information. It is updated yearly. It is distributed yearly, to existing groups in December and new groups as needed, by the Corresponding Secretary. The Corresponding Secretary distributes the AAI Group Manual to the AAI meetings via the AAI email system. Also, the current AAI Group Manual is included on the AAI web site by the webmaster.

PROCEDURE

Our Publication Committee will create and yearly update a AAI Group Manual. It is updated by the November AAI meeting, and it is presented to AAI for approval.

The AAI Group Manual to include:

- a. OA suggested group meeting formats,
- b. AAI business information,
- c. AAI contact list,
- d. AAI Meeting Registration/Change Document,
- e. OA Meeting Registration/Change Document,
- f. OA Steering Meeting or Group Conscience Meeting Format,
- g. 7th Tradition information,

- h. Lifeline Information,
- i. Our Invitation To You Sheet,
- j. Information about Crosstalk, and
- k. Information deemed necessary by AAI.

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