



Anchorage Alaska Intergroup
Effective Date: 06, 2015

AAI Policy #: Undetermined
Adopted: 05, 2015
Revised: 06, 2015

Group Representative Binder

Purpose:

At the AAI Inventory Workshop held on October 25th 2014 one of the areas that AAI could improve is lack of knowledge of the roles, responsibilities, and duties of the officers by the officers, nominated members to an officer position, and the members at large. One way to address the information issue is to create AAI Group Representative manuals for every group representative.

Additional Authority:

None

Scope:

Anchorage Alaska Intergroup Group Representatives

Responsible Party:

Anchorage Alaska Intergroup Publication Committee and Vice-Chair

POLICY

AAI will provide an AAI Group Representatives Binder to each Group Representatives, which will include the Group Representatives' manual, AAI Bylaws, and AAI Policies and Procedures. AAI Group Representative Manuals are created for the purpose of providing group representatives the roles, responsibilities, and duties of each group representative.

PROCEDURE

Our Publication Committee will create and yearly update (by December) AAI Group Representative Binder. This binder will include (but is not limited to) the following documents:

1. AAI Group Representative manuals
2. AAI Bylaws
3. AAI Policies and Procedures

Our Publication Committee will update the AAI Group Representative Binder as new bylaws and policies and procedures are adopted by AAI.

The AAI Group Representative Binders will be distributed yearly by the Vice-Chair, to existing group representatives in December, during the group representative and officer training.