OVEREATERS ANONYMOUS®
Anchorage Alaska Intergroup

Anchorage Alaska Intergroup	AAI Policy #: Undetermined
Effective Date: 09, 2015	Adopted: 02, 2014
	Revised: 09, 2015

Programming the Telephone Answer Service

Purpose:
The purpose of explaining the process for making changes to the GCI programming.

Additional Authority:
None

Scope:
Anchorage Alaska Intergroup

Responsible Party:
Chair

POLICY
The Chair is the officer responsible for contacting the Webmaster, who is responsible for programming the telephone answer service.

PROCEDURE
At the AAI meeting group reps bring the Chair a written document of the group member's name(s), contact phone number(s), and time and date (the length of time) contact(s) are willing to answer the telephone hotline. The Chair sends the information to the Webmaster. Any changes in the contact's information are given to the Webmaster by the group representatives at the AAI or emailed throughout the month. Within the group, the meeting can decide who is answering the telephone calls for the month or several group members could take turns answering the telephone during the month.