



Anchorage Alaska Intergroup
Effective Date: 06, 2015

AAI Policy #: Undetermined
Adopted: 05, 2015
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AAI Officer 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 was to create AAI officers' manuals for every AAI officer.

Additional Authority:

None

Scope:

Anchorage Alaska Intergroup officers

Responsible Party:

Anchorage Alaska Intergroup Publication Committee and Vice-Chair

POLICY

AAI will provide an AAI Officer Binder to each officer, which will include the officer's manual, AAI Bylaws, and AAI Policies and Procedures. AAI officers' manuals are created for the purpose of providing officers, nominated members to an officer position, and the members at large the roles, responsibilities, and duties of each officer.

PROCEDURE

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

1. AAI officers' manuals
2. AAI Bylaws
3. AAI Policies and Procedures

Our Publication Committee will update the AAI Officer Binder as new bylaws and policies and procedures concerning that officer are adopted by AAI.

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

The nominating committee members will distribute an electronic version (PDF files) of the officer manual, AAI Bylaws, and AAI Policies and Procedures to potential officer.

Further, the current AAI officers' manuals are included on the AAI web site by the webmaster.