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**Anchorage Alaska Intergroup**  
Effective Date: 06, 2015

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

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## **AAI Officer Jump Drive**

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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 an AAI officers' jump drives, which would include AAI officers' manuals, AAI Policies and Procedures for every officer. The purpose is to explain the process of creating and preparing officers' jump drives, how it is maintained, how it is backed up, and how it is distributed to officers.

Additional Authority:

None

Scope:

Anchorage Alaska Intergroup officers

Responsible Party:

Anchorage Alaska Intergroup Publication Committee and Vice-Chair

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### **POLICY**

AAI will provide an AAI Officer Jump Drive. Officers are provided with a jump drive with the current AAI Bylaws, AAI Policies and Procedures, and officers' manual. Also, officers are encouraged to use the jump drive for storing their officer reports throughout the year.

### **PROCEDURE**

Our AAI Webmaster will create and yearly update (by December) AAI Officer Jump Drive. This jump drive will include (but is not limited to) the following documents:

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

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

Electronic versions (PDF files) on a jump drive will be provided to each officer. At the December AAI Meeting, each jump drive is collected by the AAI Chair and given to the AAI Webmaster for the purpose of backing up officers' reports onto CDs. The CDs are given to the AAI for the purpose of storing in the OAsis.