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**Anchorage Alaska Intergroup**  
Effective Date: 12, 2015

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

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## **AAI Officer Service Agreement**

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Purpose:

Members who agree to be nominated to an AAI Officer or Committee Chair service position are asked to sign the service agreement. The AAI Service Agreement is to ensure that members understand the duties and responsibilities of the position they are willing to perform. Also, the agreement is to reinforce their commitment to the duties and responsibilities of the position for which they are nominated. Lastly, to document the items they will receive if they are elected.

Additional Authority:

None

Scope:

Anchorage Alaska Intergroup Officers and Committee Chairs

Responsible Party:

Anchorage Alaska Intergroup

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### **POLICY**

Members nominated to AAI service positions, Officers and Committee Chairs are asked to sign the Officer Service Agreement to inform them of the duties and responsibilities of the position and to remind them of the commitment to the duties and responsibilities should they be elected to perform those duties and responsibilities.

### **PROCEDURE**

After the Nominating Committee agrees upon the members to nominate for AAI Officer and Committee Chair positions, the Nominating Committee Chair provides the potential nominated members with the AAI Bylaws, Policies and Procedures, and the officer manual for the position they are being nominated. Additionally, they are provided with a completed AAI Officer Service Agreement form to sign. After the member returns the signed agreement their name is placed on the ballot. Members nominated from the floor at the December AAI meeting are asked to sign a completed AAI Officer Service Agreement before their name is added to the ballot.