



Anchorage Alaska Intergroup

Effective Date: 09, 2015

AAI Policy #: Undetermined

Adopted: 02, 2014

Revised: 09, 2015

Duties and Responsibilities of Anchorage Alaska Intergroup Executive Officers

Purpose:

The purpose of defining the Chair's duties and responsibilities is to provide clarification and a clear understanding of the role of Chair.

Additional Authority:

None

Scope:

Chair

Responsible Party:

Anchorage Alaska Intergroup

POLICY

The Chair has the responsibilities of being the contact person for AAI, presiding the AAI business meetings, and other responsibilities defined by AAI.

PROCEDURE

1. The Chair's responsibilities include the following:
 - a. preside at all regular and special meetings of this Intergroup and the Intergroup executive board,
 - b. call officer and AAI meetings to order,
 - c. maintain order at meetings,
 - d. explain and decide questions of order,
 - e. announce business (motions and decisions),
 - f. state/restate all motions,
 - g. cast the deciding vote to break a tie,
 - h. put questions to a vote and announce results,
 - i. appoint (IG must approve by a vote) an ad hoc committee chair,
 - j. be informed of committees activities and recommendations,
 - k. sign necessary documents,

- l. act as a spokesperson for AAI and respond to correspondence as needed,
- m. prepare, with the executive board, the agenda,
- n. prepare a Chair's Report for each AAI meeting,
- o. obtain, compile and print the agenda, motions, necessary documentation, and all written officer and committee reports for each AAI meeting,
- p. email the agenda, motions, officer's and committee reports and other information deemed necessary to AAI groups, officers, and Webmaster,
- q. prepare an annual report (compilation of committee and officer reports,
- r. ensure that the minority voice is heard,
- s. enact and abide by decisions of the majority,
- t. not express a personal opinion, and
- u. call special meetings as necessary.