



**Anchorage Alaska Intergroup**

Effective Date: 09, 2015

**AAI Policy #: Undetermined**

**Adopted: 02, 2014**

**Revised: 09, 2015**

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## Duties and Responsibilities of Anchorage Alaska Intergroup Executive Officers

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Purpose:

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

Additional Authority:

None

Scope:

Corresponding Secretary

Responsible Party:

Anchorage Alaska Intergroup

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### **POLICY**

The Corresponding Secretary has the responsibilities of picking up the mail from the post office, distributing the mail to the appropriate AAI officers, and manage a list of AAI officer's names, addresses, email addresses, and phone numbers.

### **PROCEDURE**

1. The Corresponding Secretary's responsibilities are the following:
  - a. respond to all correspondence on behalf of AAI (as appropriate),
  - b. pick up mail from post office box (as appropriate),
  - c. distribute mail to appropriate officers,
  - d. use USPS to mail newsletters, retreat flyers, and other announcements (to other service bodies outside AAI area and other organizations deemed necessary by AAI),
  - e. notify all members, or their representatives, of all meetings of Anchorage Alaska Intergroup as well as time-sensitive updates as deemed necessary and approved by the Chair,
  - f. prepare a Corresponding Secretary's Report for each AAI meeting, and

- g. make a list of names, addresses, e-mail addresses and telephone numbers of all current Anchorage Alaska Intergroup Officers, WSBC Delegate(s), Region One Delegate(s), Committee Chairs and IRs and shall make said list available as needed to members of Anchorage Alaska Intergroup.