

Policy and Procedure

The Finance Committee Chair's Duties and Responsibilities



Anchorage Alaska Intergroup

Effective Date: 09, 2015

AAI Policy #: Undetermined

Adopted: 02, 2014

Revised: 09, 2015

Duties and Responsibilities of Anchorage Alaska Intergroup Board Officers

Purpose:

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

Additional Authority:

None

Scope:

Finance Committee Chair

Responsible Party:

Anchorage Alaska Intergroup

POLICY

The Finance Committee Chair has the responsibilities of presiding at the Finance Committee, submitting committee reports at the AAI meetings, spokesperson for the Finance Committee, and preparing an annual budget.

PROCEDURE

1. The Finance Committee Chair's responsibilities are the following:
 - a. prepare the agenda for the committee meeting,
 - b. preside at all Finance committee meetings,
 - c. call committee members to order,
 - d. maintain order at committee meetings,
 - e. explain and decide questions of order,
 - f. announce business (motions and decisions),
 - g. state/restate all motions,
 - h. put questions to a vote and announce results,
 - i. cast the deciding vote to break a tie,
 - j. ensure that the minority voice is heard,

- k. enact and abide by decisions of the majority,
- l. sign necessary documents,
- m. act as a spokesperson for the committee,
- n. prepare and present the Committee Report at the AAI meeting,
- o. prepare, with the committee, a proposed operating budget for Anchorage Alaska Intergroup and the ways and means of meeting the budget, and
- p. prepare an annual report.