



Anchorage Alaska Intergroup
Effective Date: 09, 2015

AAI Policy #: Undetermined
Adopted: 02, 2014
Revised: 06, 2015

Mailing List Maintenance

Purpose:

The purpose of explaining the process of maintaining the mailing list of meetings and the officers.

Additional Authority:

None

Scope:

Anchorage Alaska Intergroup

Responsible Party:

Anchorage Alaska Intergroup

POLICY

Intergroup Representative's (IR's) name, address, personal email address, and telephone numbers will be retained for three months after last date of attendance.

PROCEDURE

At each intergroup meeting, a log is kept of attendance by name and position/meeting affiliation. The Corresponding Secretary will keep a current mailing list for meeting notification that includes all Officers, Committee Chairs, WSBC Delegates, Region One Delegates, and IR's.