



**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 Board Officers**

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Purpose:

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

Additional Authority:

None

Scope:

Literature Chair

Responsible Party:

Anchorage Alaska Intergroup

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### **POLICY**

The Literature Chair has the responsibilities of maintaining the literature at the Oasis, reporting balances at the AAI meetings, and submitting an annual report.

### **PROCEDURE**

1. The Literature Chair's responsibilities are the following:
  - a. order and maintain an adequate inventory of OA and AA conference approved literature as decided by AAI group conscience,
  - b. prepare a Literature Chair report for each AAI meeting,
  - c. submit an annual report and inventory at the annual meeting,
  - d. maintain a checking account for the purpose of purchasing literature for AAI, and
  - e. be a signatory on the Literature checking accounts (Each check issued by the Literature Chair must be co-signed by the Literature Chair and one other authorized signatory. Authorized signatories shall be designated by the Executive Officers of AAI. The Literature Chair must obtain the necessary paperwork from the bank and collect the signatures of the Executive Officers).