



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 Recording Secretary's duties and responsibilities is to provide clarification and a clear understanding of the role of Recording Secretary.

Additional Authority:

None

Scope:

Recording Secretary

Responsible Party:

Anchorage Alaska Intergroup

POLICY

The Recording Secretary has the responsibilities of recording the minutes of the AAI and executive board meetings, maintain all files, minutes, and documents pertinent to AAI, and maintain all records of AAI.

PROCEDURE

1. The Recording Secretary's responsibilities are the following:
 - a. record minutes of AAI and executive board officers meetings,
 - b. keep minutes, and all records, files, minutes and documents relating to or generated by Anchorage Alaska Intergroup and Intergroup Executive Board meetings (except for financial records kept by the Treasurer) at the Oasis,
 - c. maintain a file of all minutes of past meetings,
 - d. maintain all records of activities of Anchorage Alaska Intergroup for five years prior to the current fiscal year (including any amendments to these By-Laws and Policies and Procedures), and shall make such records available to any interested member of the fellowship of Overeaters Anonymous,
 - e. have immediately available at each Intergroup meeting, minutes of meetings for the prior 12 months,

- f. prepare, with the Chair and other executive board officers, the agenda at least one week before the AAI meeting,
- g. obtain, compile and print the agenda and all written officer and committee reports for each Anchorage Alaska Intergroup meeting,
- h. include in the minutes of each AAI meeting shall include:
 - i. call of order
 - ii. list of those present
 - iii. summary of committee reports
 - iv. summary of unfinished business
 - v. summary of new business motions made, seconded, and the outcome vote
 - vi. announcements
 - vii. time of adjournment
- i. email the Minutes to AAI groups, officers, and Webmaster, and
- j. send the minutes to the regional trustee.