

Policy and Procedure

The Retreat Committee Chair's Duties and Responsibilities



Anchorage Alaska Intergroup
Effective Date: 09, 2015

AAI Policy #: Undetermined
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Revised: 09, 2015

Duties and Responsibilities of Anchorage Alaska Intergroup Board Officers

Purpose:

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

Additional Authority:

None

Scope:

Retreat Committee Chair

Responsible Party:

Anchorage Alaska Intergroup

POLICY

The Retreat Committee Chair has the responsibilities of presiding at the Retreat Committee, submitting committee reports at the AAI meetings, overseeing, with the committee, the operation of the retreat, be the spokesperson for the Retreat Committee, planning, with the committee, and with the approval of AAI, the retreat, preparing an annual report, and preparing an annual budget.

PROCEDURE

1. The Retreat Committee Chair's responsibilities are the following:
 - a. prepare the agenda for the committee meeting,
 - b. preside at all Retreat 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. propose to AAI themes, speakers, and locations for the retreats,
- o. research costs for speaker(s) (airline tickets, housing, etc.) and report findings to the AAI for the Treasurer to pay for costs,
- p. host AAI agreed upon retreats,
- q. prepare a report for each retreat and an annual report; reports should include:
 - I. monies collected, costs,
 - II. number of member in attendance, etc.
- r. count the monies collected (accept no IOUs) with AAI Treasurer or other AAI executive officer, both signing a receipt (both monies and receipt given to the AAI Treasurer,
- s. ensure all bills to AAI Treasurer for reimbursements,
- t. submit ALL receipts for all generated income to AAI Treasurer (AAI Treasurer pay bills or distributes budget monies; monies collected from the retreat cannot be used by committee to reimburse members for any of the retreat costs),
- u. receives AAI approved budgeted retreat monies from AAI Treasurer, and
- v. pays for small purchases (\$30.00 or less) using the retreat budgeted monies, submitting receipts to the AAI Treasurer, and
- w. prepare a report for each retreat and an annual report; reports should include:
 - I. monies collected in each category (for example, registration, auction sales, raffle, etc.),
 - II. costs (for example, airline tickets, housing, retreat center, food, etc.), and
 - III. number of member in attendance.