



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 Vice-Chair's duties and responsibilities is to provide clarification and a clear understanding of the role of Vice-Chair.

Additional Authority:

None

Scope:

Vice-Chair

Responsible Party:

Anchorage Alaska Intergroup

POLICY

The Vice-Chair has the responsibilities of contacting groups without an intergroup representative, officer and group representative orientation officer, and assume the Chair role in the absent of the Chair.

PROCEDURE

1. The Vice-Chair's responsibilities are the following:
 - a. serve as a liaison between IG and AAI group secretaries without a group representative), making contact with group secretaries each month, providing group secretaries with AAI information (any information deemed necessary, it could include, but is not limited to: agenda, motions, reports, "Group Change Form", and event flyers),
 - b. email the Corresponding Secretary, Chair, and Webmaster any group changes (i.e. Group Change Form,
 - c. prepare a Vice-Chair's Report for each AAI meeting,
 - d. serve as the committee chair and group representative orientation officer, coordinating a December orientation,

- e. provide new intergroup representatives with the AAI Bylaws and Policies and Procedures, OA Service Handbook, AAI Group Representative Manual, and AAI Group Support Manual, and
- f. assume the duties of the Chair in the absence of the Chair.