



Anchorage Alaska Intergroup
Effective Date: 05, 2015

AAI Policy #: Undetermined
Adopted: 05, 2015
Revised:

AAI Officers Manuals and Jump Drives

Purpose:

The purpose is to explain the process of creating officers' manuals and jump drive, how both are maintained, and distributed to officers.

Additional Authority:

None

Scope:

AAI Chair, Vice-Chair, Publication Committee, and Webmaster

Responsible Party:

Anchorage Alaska Intergroup

POLICY

AAI will provide an AAI Officer and Group Representative Binder to each officer or group representative, which will include the officer's manual or Group Representative Manual, AAI Bylaws, and AAI Policies and Procedures. AAI officers' manuals are created for the purpose of providing officers, nominated members to an officer position, and the members at large the roles, responsibilities, and duties of each officer. AAI Group Representative Manuals are created for the purpose of providing group representatives the roles, responsibilities, and duties of each group representative. Officers are provided with a jump drive with the current AAI Bylaws, AAI Policies and Procedures, and officers' manual. Also, officers are encouraged to use the jump drive for storing their officer reports throughout the year.

PROCEDURE

Our Publication Committee will create and yearly update (by December) AAI officers' Binder. This binder will include (but is not limited to) the following documents:

1. AAI officers' manuals
2. AAI Bylaws
3. AAI Policies and Procedures

Our Publication Committee will update the AAI Officer Binder as new bylaws and policies and procedures concerning that officer are adopted by AAI.

The AAI Officer and Group Representative Binders will be distributed yearly by the Vice-Chair, to existing officers and group representatives in December, during the group representative and officer training.

Electronic versions (PDF files) on a jump drive will be provided to each officer at the December officer training. At the December AAI Meeting, each jump drive is collected by the AAI Chair and given to the AAI Webmaster for the purpose of backing up officers' reports onto CDs. The CDs are given to the AAI for the purpose of storing in the Oasis.

The nominating committee members will distribute an electronic version (PDF files) of the officer manual, AAI Bylaws, and AAI Policies and Procedures to potential officer.

Further, the current AAI officers' manuals are included on the AAI web site by the webmaster.

The AAI officers who would receive a manual include:

- a. Chair,
- b. Vice-Chair,
- c. Treasurer,
- d. Corresponding Secretary,
- e. Recording Secretary,
- f. WSO delegate,
- g. Region 1 delegate,
- h. Literature Chair,
- i. Newsletter Editor,
- j. Publication Committee Chair,
- k. Finance Committee Chair,
- l. Retreat Committee Chair,
- m. Special Events Committee Chair,
- n. Nominating Committee Chair,
- o. Bylaws Committee Chair,
- p. Twelve Step Within Chair,
- q. Outreach Committee Chair,
- r. Oasis Angel Committee Chair,
- s. Lifeline Committee Chair,
- t. Technology Committee Chair,
- u. Any additional ad hoc committee chair deemed necessary.

Each officers' manual would include the following:

- a. Bylaws language that concerns the duties of the officer,
- b. Policies and Procedures language that concerns the duties of the officer,

- c. Basic Robert Rules of Order,
- d. Additional information about the role, duties, and responsibilities of the position,
- e. Forms necessary for carrying out the duties of the position,
- f. AAI contacts,
- g. AAI information,
- h. Addresses of AAI, Region 1, and WSO,
- i. Any additional information deemed necessary by AAI.

It is distributed yearly by the Vice-Chair, to existing officers in December, during the group rep and officer training. Also, it is distributed to potential officer by the nominating committee members. Also, the current AAI officers' manuals are included on the AAI web site by the webmaster.