

# Policy and Procedure

## The Outreach Committee Chair's Duties and Responsibilities



**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 Outreach Committee Chair's duties and responsibilities is to provide clarification and a clear understanding of the role of Outreach Committee Chair.

Additional Authority:

None

Scope:

Outreach Committee Chair

Responsible Party:

Anchorage Alaska Intergroup

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### **POLICY**

The Outreach Committee Chair has the responsibilities of presiding at the Outreach Committee, submitting committee reports at the AAI meetings, informing, with the committee, health care professionals and media about Overeaters Anonymous, be the spokesperson for the Outreach Committee, and preparing an annual report.

### **PROCEDURE**

1. The Outreach Committee Chair's responsibilities are the following:
  - a. prepare the agenda for the committee meeting,
  - b. preside at all Outreach 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. inform the public about the program of Overeaters Anonymous through the use of various public media of communication, and through other means as AAI may determine,
- o. inform health community and other professionals about the program of Overeaters Anonymous,
- p. and participation in health fairs and medical conferences,
- q. assist in the publicity and operation of special Overeaters Anonymous meetings inclusive of or specifically for young people, and
- r. prepare an annual report.