

Policy and Procedure

The Policies and Procedures Committee Chair' Duties and Responsibilities



Anchorage Alaska Intergroup

Effective Date: 09, 2015

AAI Policy #: Undetermined

Adopted: 02, 2014

Revised: 09, 2015

Duties and Responsibilities of Anchorage Alaska Intergroup Board Officers

Purpose:

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

Additional Authority:

None

Scope:

Policies and Procedures Committee Chair

Responsible Party:

Anchorage Alaska Intergroup

POLICY

The Policies and Procedures Committee Chair has the responsibilities of presiding at the Policies and Procedures Committee, submitting committee reports at the AAI meetings, assessing, with the committee, the current policies and procedures, submitting, with the approval of AAI, changes to the policies and procedures, and prepare an annual report.

PROCEDURE

1. The Policies and Procedures Committee Chair's responsibilities are the following:
 - a. prepare the agenda for the committee meeting,
 - b. preside at all By-Laws and Policies and Procedures 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. prepare and present the Committee Report at the AAI meeting,
- o. periodically assess AAI's current policies and procedures, and (when applicable) submit recommendations for updating same, providing language and format for implementation as warranted, for the general body.
 - 1. Regarding approved and/or discontinued Policies and Procedures:
 - (1) New policies passed by majority vote of AAI members shall begin to be implemented immediately upon passage and are to be included in By-laws, Policies, and Procedures (AAI's Operating Manual) by the next month's intergroup meeting following such passage.
 - (2) Obsolete policies can thus be rescinded or removed, where warranted, if judged by majority group conscience of voting Intergroup members to be no longer applicable.
 - (3) The Policies, and Procedures will be posted on the intergroup website.