

Policy and Procedure

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

Additional Authority:

None

Scope:

Publication Committee Chair

Responsible Party:

Anchorage Alaska Intergroup

POLICY

The Publication Committee Chair has the responsibilities of presiding at the Publication Committee, submitting committee reports at the AAI meetings, overseeing, with the committee, the printing of AAI literature, be the spokesperson for the Publication Committee, constructing, with the committee, templates and other documents deemed necessary by AAI, and preparing an annual report.

PROCEDURE

1. The Publications Committee Chair's responsibilities are the following:
 - a. prepare the agenda for the committee meeting,
 - b. preside at all Publication 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. put questions to a vote and announce results,
- k. ensure that the minority voice is heard,
- l. enact and abide by decisions of the majority,
- m. sign necessary documents,
- n. act as a spokesperson for the committee,
- o. oversee the publication of any literature produced by AAI.
- p. construct templates for the newsletter, flyers, minutes, agendas and other templates AAI deems necessary,
- q. submit all proposals for templates and meeting list to AAI,
- r. maintain an up-to-date meeting list,
- s. provide the updated meeting list to the correspondence Secretary for USPS mail distribution,
- s. provide the webmaster with an electronic version of the meeting list, and
- t. prepare an annual report.