



Anchorage Alaska Intergroup
Effective Date: 06, 2015

AAI Policy #: Undetermined
Adopted: 02, 2014
Revised: 06, 2015

Duties and Responsibilities of Anchorage Alaska Intergroup Board Officers

Purpose:

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

Additional Authority:

None

Scope:

Special Events Committee Chair

Responsible Party:

Anchorage Alaska Intergroup

POLICY

The Special Events Committee Chair has the responsibilities of presiding at the Special Events Committee, submitting committee reports at the AAI meetings, overseeing, with the committee, the operation of the special event, be the spokesperson for the Special Events Committee, planning, with the committee, and with the approval of AAI, the retreat, preparing an annual report, and preparing an annual budget.

PROCEDURE

1. The Special Events Committee Chair's responsibilities are the following:
 - a. preside at all Special Events Committee meetings,
 - b. call committee members to order,
 - c. maintain order at committee meetings,
 - d. explain and decide questions of order,
 - e. announce business (motions and decisions),
 - f. state/restate all motions,
 - g. cast the deciding vote to break a tie,
 - h. put questions to a vote and announce results,
 - i. sign necessary documents,
 - j. act as a spokesperson for the committee at the AAI meeting,

- k. prepare the agenda for the committee meeting,
- l. ensure that the minority voice is heard and enact and abide by decisions of the majority,
- m. propose to AAI themes, speakers, and locations for the events,
- n. hosting marathons, talent shows, workshops, etc. AAI agreed upon,
- o. prepare a report for each event and an annual report; reports should include monies collected, costs, number of member in attendance, etc.
- p. count the monies collected (accept no IOUs) with AAI treasurer or another committee member, both signing a receipt (both monies and receipt given to the AAI treasurer,
- q. submit bills, receipts given for registrations, and auction sales to the AAI treasurer (only AAI treasurer can pay bills, monies collected from the event cannot be used by committee to reimburse members for any of the event costs),
- r. research costs for speaker(s) (airline tickets, housing, etc.) and report findings to the AAI Treasurer for the Treasurer to pay for costs,
- s. receives special event budgeted monies from AAI Treasurer, and
- t. pays for small purchases using the special event budgeted monies, submitting receipts to the AAI Treasurer.