



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

### Additional Authority:

None

### Scope:

Technology Committee Chair

### Responsible Party:

Anchorage Alaska Intergroup

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## **POLICY**

The Technology Committee Chair has the responsibilities of presiding at the Technology Committee, submitting committee reports at the AAI meetings, overseeing, with the committee, the [www.aa-alaska.org](http://www.aa-alaska.org) web site, submitting AAI approved changes to the web site to the AAI Webmaster, and preparing an annual report.

## **PROCEDURE**

1. The Technology Committee Chair's responsibilities are the following:
  - a. prepare the agenda for the committee meeting,
  - b. preside at all Technology 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. prepare and present the Committee Report at the AAI meeting,
- p. oversee the webpage ([www.oa-alaska.org](http://www.oa-alaska.org))
  - i. which includes:
    - (1) postings (with updates as warranted) of the following (but shall not be limited to):
      - a) Meeting Lists,
      - b) Northern Lights Newsletter,
      - c) Bylaws (and Policies and Procedures),
      - d) Notice(s) of special event(s),
      - e) recordings of AAI events, and
      - f) Links to OA World Service website and other relevant OA information and contacts,
- q. propose changes to the webpage,
- r. submit to the webmaster (a hired position) the adopted changes to the webpage,
- s. maintain the AAI logos and submit for approval for use from WSO every two years renewed in January, the odd years,
- t. record events hosted by AAI,
- u. submit bills to the AAI treasurer (only AAI treasurer can pay bills), and
- v. prepare an annual report.