

**ANCHORAGE AREA INTERGROUP  
Emerald Building  
615 East 82<sup>nd</sup> Ave. – Room B8  
Anchorage, AK 99518  
907-272-2312**

Statement of Purpose and Guidelines

As revised February 2019

*“I am Responsible.  
When anyone, anywhere reaches out for help,  
I want the hand of AA always to be there,  
And for that I am responsible.”*

Preamble

The Anchorage Area Intergroup Office (AAIG) is an AA service office that involves a partnership among the groups in the Anchorage area. The Intergroup Office is maintained, supervised and supported by groups in the local area. The Intergroup Office exists to aid groups in their common purpose – “...to carry the message to the alcoholic who still suffers (adapted from AA Guidelines, “Central or Intergroup Offices).”

Purpose

Anchorage Area Intergroup will:

- Maintain a central office
  - To facilitate answering inquiries about AA
  - To answer telephone calls for help from those with the desire to stop drinking
- Maintain and publish local AA meeting schedules
- Coordinate annual AAIG activities
- Provide information to treatment centers, hospitals, jails, institutions and professionals.
- Provide facilities to assist with group administrative functions
- Provide literature and medallions
- Maintain website

Organization

I. General Membership Meetings (GMMs)

AAIG is a voluntary association of AA groups from the Anchorage area. GMMs (General Monthly Meetings) are held monthly. GMM's are open to any AA member who may wish to attend. Any AA member can introduce issues for consideration at the GMM.

Each AA group is represented by one voting member, designated the Intergroup Representative (IGR), at the GMM. Decision-making power for AAIG rests with these IGR's. IGR's are to update their group 12 Step list, present their group conscience and take information back to their group for decision making.

Only IGR's may introduce motions at the GMM. If seconded, a vote will be taken on the motion. A two-thirds majority will decide motions requiring a vote.

IGR's may not serve on the Advisory Committee or fulfill other Intergroup Service positions. If an IGR is elected to an Advisory Committee position or Intergroup Service Position, the IGR must resign from his/her position as IGR.

## II. AAIG Advisory Committee

The Advisory Committee acts as an advisory body to the AAIG. The Advisory Committee Members do not have voting powers. The Advisory Committee meets only when the Chair determines a need. Among its functions, it prioritizes the agenda for the GMM.

The Advisory Committee manages routine operations of AAIG but carries important issues to the IGR's for the consideration at the GMM. The Advisory Committee may make short-term decisions for the good of AAIG, without immediate approval by the IGR's. The decisions shall be presented to the IGR's at the next GMM for approval or disapproval.

The Advisory Committee members interview volunteers for selection to the Advisory Committee. The Advisory Committee screens applicants for the position of Office Manager. Qualified volunteers and applicants are presented at the GMM for nomination and elections.

The Advisory Committee is comprised of the Chair, Alternate Chair, Secretary, Treasurer, Treatment Center Coordinator, Corrections Coordinator, Public Information/Cooperation with the Professional Community (PI/CPC), Office Volunteer Coordinator, Literature Coordinator, Member-at-Large, Office Manager, Schedule Coordinator, Hotline/12-Step List Coordinator, Webservant, and Events Coordinator.

The length of one term is two years. In the spirit of rotation, no Advisory Committee member may serve more than two consecutive terms (four years) in the same position. Positions on the Advisory Committee will be open for nominations in September of each year with elections in November and the position jointly held with outgoing members in December. Terms begin in the January following elections.

On even numbered years, nominations and elections are to be held for the Chair, Secretary, Member-at-Large, Corrections Coordinator, Office Volunteer Coordinator, Hotline/12 Step List Coordinator, and Webservant.

On odd numbered years, nominations and elections are to be held for the Alternate Chair, Treasurer, Treatment Center Coordinator, PI/CPC Coordinator, Office Manager, Literature Coordinator, Schedule Coordinator, and Events Coordinator.

When an Advisory Committee member accepts a position, the member makes a two-year commitment to attend Advisory Committee meetings (when called) and GMMs, unless excused by the Chair, or in the case of the Chair needing to be excused, by the Alternate Chair. If an Advisory Committee member misses three consecutive GMMs without being excused, that member is to be considered no longer interested in serving the Advisory Committee or AAIG and their position is considered vacant. A member's absence is unexcused if the member fails to notify the AAIG Chair in advance of that month's GMM that they will not be attending the meeting.

AAIG will maintain a non-interest-bearing checking account to meet the monthly operating expenses. A separate savings account of \$6,000 will be maintained for the prudent reserve of AAIG. Both accounts will require two signatures. Those with signature authority are as follows: Chair, Office Manager and Treasurer.

## III. Roles and Responsibilities of the Advisory Committee Members

### Chair

- Suggested five years of continuous and current sobriety, unless waived by a vote at the GMM
- Prepare agenda for monthly GMM
- Lead Advisory Committee Meetings (when called) and monthly GMM
- Ensure AAIG activities are consistent with stated goals and priorities
- Ensure AAIG compliance with local, state and federal laws, especially as they pertain to operations of not-for-profit organizations
- Ensure procurement of annual business license
- *Supervisor of contract employee(s), when applicable*
- *Maintain accurate training materials*
- Answer inquiries about AAIG
- Prepare a report for presentation at the Area 02 Assemblies and inclusion in the Area 02 Newsletter
- Contact the Webservant monthly regarding any information to be included on the website

#### Alternate Chair

- Suggested five years of continuous and current sobriety, unless waived by a vote at the GMM
- Attend called Advisory Committee meetings and monthly GMM
- Assume same duties as the Chair in the event of Chair's absence
- Fill vacant Advisory Committee positions until vacancy has been filled

#### Secretary

- Suggested two years continuous and current sobriety, unless waived by a vote at the GMM
- Attend called Advisory Committee meeting and monthly GMM
- Prepare AAIG meeting minutes
- Contact the Webservant monthly regarding any information to be included on the website

#### Treasurer

- Suggested two years continuous and current sobriety, unless waived by a vote at the GMM
- Attend called Advisory Committee meetings and GMM
- Must be proficient in Excel applications.
- Process information from bank deposits weekly
- Balance checkbook weekly
- Reconcile bank statement monthly
- Coordinate with the Office Manager to write checks and pay invoices
- Prepare written monthly reports and present copies of said reports for inclusion in the GMM minutes
- Prepare and file federal tax reports by their due dates or file appropriate extensions whenever necessary
- Contact the Webservant monthly regarding information to be included on the website

#### Treatment Center Coordinator

- Suggested four years of continuous and current sobriety, unless waived by a vote at the GMM
- Attend called Advisory Committee meetings and monthly GMM
- Prepare a written monthly activity report for presentation at the GMM and inclusion in the GMM minutes
- Follow General Service Office (GSO) guidelines for this position
- Maintain contact with the respective Area 02 Assembly Chairperson
- Submit a report to the respective Area 02 Assembly Chairperson prior to each Area Assembly
- Contact the Webservant monthly regarding information to be included on the website

#### Corrections Coordinator

- Suggested four years continuous and current sobriety, unless waived by a vote at the GMM
- Attend called Advisory Committee meetings and monthly GMM
- Prepare a written monthly activity report for presentation at the GMM and inclusion in the GMM minutes
- Follow GSO guidelines for this position
- Maintain contact with the respective Area 02 Assembly Chairperson
- Submit a report to the respective Area 02 Assembly Chairperson prior to each Area Assembly
- Contact the Webservant monthly regarding information to be included on the website

#### Public Information/Cooperation with the Professional Community (PI/CPC) Coordinator

- Suggested four years continuous and current sobriety, unless waived by a vote at the GMM
- Attend called Advisory Committee meetings and monthly GMM
- Prepare a written monthly activity report for presentation at the GMM and inclusion in the GMM minutes
- Follow GSO guidelines for this position
- Submit a report to each of the respective Area 02 Assembly Chairpersons prior to each Area 02 Assembly
- Contact the Webservant monthly regarding information to be included on the website

### Office Volunteer Coordinator

- Suggested four years of continuous and current sobriety, unless waived by a vote at the GMM
- Ensure that volunteers keep the AAIG office open during the scheduled office hours
- Recruit volunteers for the AAIG office
- Train and assist those volunteers with questions, problems and solutions
- Maintain the schedule/calendar of volunteers and update as necessary
- When telephone coverage is not available by volunteers, turn the telephone coverage over to Hotline Volunteer Coordinator or to SwitchBoard Alaska, only as a last resort

### Literature Coordinator

- Suggested two years of continuous and current sobriety, unless waived by a vote at the GMM
- Maintain an adequate supply of literature to meet member demand:
  - Place literature orders, coordinating payment with Office Manager and Treasurer
  - Forecast demand
- Maintain adequate supply of basic medallions to meet member demand:
  - Place medallion orders, coordinating payment with Office Manager and Treasurer
  - Forecast demand
- Price and shelve literature and medallions
- Perform annual inventory and submit to Office Manager by January 31<sup>st</sup> of each year

### Member-At-Large

- Suggested two years continuous and current sobriety, unless waived by a vote at the GMM
- Attend called Advisory Committee meetings and monthly GMM
- Prepare a written monthly activity report for presentation at the GMM and inclusion in the GMM minutes
- Visit or contact each group and meeting in the Anchorage area at least once a year to support communication with AAIG
- Contact the Schedule Coordinator and Webservant with any changes to the meeting schedule
- Preservation of Lending Library and archives
- Special tasks as assigned by the Chair

### Office Manager

The position of Office Manager is a critical volunteer position. Due to the importance of this position, there is a 90-day probation period. The review is done by the Advisory Committee and is to be done politely and confidentially keeping our Twelve Concepts in mind.

- Suggested five years continuous and current sobriety, unless waived by a vote at the GMM
- Attend called Advisory Committee meeting and monthly GMM
- Prepare a written monthly activity report incorporating office activities for presentation at the GMM and inclusion in the GMM minutes
- Review monthly bills; co-sign checks and coordinate with Treasurer or Chair.
- Make bank deposits weekly, more often if necessary, and prepare associated documentation for Treasurer
- Balance petty cash and change box weekly.
- Discretionary office expenditures of up to \$250 without GMM approval.
- Distribute mail and flyers as needed
- Maintain sufficient amounts of office supplies (paper products, coffee, cleaning supplies, etc.) for the staff to perform their necessary functions.
- Monitor service and maintenance of office equipment (copier, coffee maker, computer, telephones, etc.)
- Refer inquiries about Alcoholics Anonymous to the appropriate AAIG Committee Coordinator or Area 02 Assembly Chairperson
- Maintain sanitary conditions of the offices
- Handle the distribution of AAIG office keys

- Maintain a list of the distribution of AAIG office keys

#### Schedule Coordinator

- Suggested two years of continuous and current sobriety, unless waived by a vote at the GMM
- Maintain accurate and current schedules
- Process group change forms and ensure correct information placed on the schedule prior to each printing
- Coordinate the printing of the schedules a minimum of 2 times per year, using different colors with each printing

#### Hotline/12 Step List Volunteer Coordinator

- Suggested four years continuous and current sobriety, unless waived by a vote at the GMM
- Recruit volunteers for the Hotline Volunteers Program
- Train and assist those volunteers with questions, problems and solutions
- Maintain the protocol, meeting schedule and 12 Step list given to each volunteer and update as necessary
- Maintain the schedule/calendar of volunteers and update as necessary
- When telephone coverage is not available by volunteers, be willing to take coverage yourself, turning the telephone coverage over to SwitchBoard Alaska as a last resort
- Work directly with IGR's and volunteers to maintain current list of volunteers willing to take 12 Step calls. Lists are to be kept strictly confidential using first name only with an optional last initial if the volunteer so agrees
- Supply updated list to the Office Manager, Office Volunteer Coordinator and SwitchBoard Alaska monthly (or more frequently if necessary)

#### Webservant

- Suggested two years continuous and current sobriety, unless waived by a vote at the GMM
- Maintain and update AAIG website monthly
- Act as liaison with Internet service provider
- Coordinate updated information for inclusion on the website with the Advisory Board members and other Intergroup Service Volunteers as appropriate.
- Direct e-mail received through the website to the appropriate person for handling

#### Events Coordinator

- Suggested two years of continuous and current sobriety, unless waived by a vote at the GMM
- Act as a central point-of-contact for local AA-event scheduling to help prevent conflicts in scheduling local events
- Keep 'Events' section of AAIG website current through regular updates to Webservant
- Form and chair a standing Events Committee to plan and coordinate the annual Intergroup Summer Picnic and Intergroup Thanksgiving Feast
- Keep records of what is bought and used for these events
- Create and manage an annual budget which will include both events
- Help to ensure that AA Guidelines and Traditions are being observed at Intergroup events to the best of their ability