



ANCHORAGE AA INTERGROUP 2023 Advisory Committee Elections

Tuesday, November 14th, 2023, 6:00PM
Zoom Meeting ID: 907 227 2312
Pass code 032019

Anchorage Area intergroup serves Anchorage area AA.

Advisory positions open for 2024-2025 term are listed below.

Alternate Chair
<ul style="list-style-type: none"> • Suggested five years of continuous and current sobriety. • Assume Chair duties in Chair's absence. • Fill vacant Advisory Committee positions until vacancy filled
Treasurer
<ul style="list-style-type: none"> • 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
Scheduling Coordinator
<ul style="list-style-type: none"> • 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 Currently updating online and paper schedule once a month
Treatment Center Coordinator
<ul style="list-style-type: none"> • 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
Public Information / Cooperation with Professional Community (PI/CPC) Coordinator
<ul style="list-style-type: none"> • Suggested two years of continuous and current sobriety, unless waived by a vote at the GMM • 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
Literature Coordinator
<ul style="list-style-type: none"> • Suggested two years of continuous and current sobriety, unless waived by a vote at the GMM • Maintain an adequate supply of literature and basic medallions to meet member demand: <ul style="list-style-type: none"> ○ Place literature orders, coordinating payment with Office Manager and Treasurer ○ Forecast demand. • Price and shelve literature and medallions. • Perform annual inventory and submit it to Office Manager by January 31st of each year.



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Office Manager

- 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, 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

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.

Additional Open Positions

Member -At -Large (1 year Term)

- 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
- Preservation of Lending Library and archives
- Special tasks as assigned by the Chair

Office Volunteer Coordinator (1 year Term)

- 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