



ANCHORAGE AA INTERGROUP 2024 Advisory Committee Elections

Tuesday, November 12th, 2024, 6:00PM
Zoom Meeting ID: 907 227 2312
Pass code 032019

Anchorage Area intergroup serves Anchorage area AA.

Advisory positions open are listed below. Suffering alcoholics need your help.

Chair (Term 2025 – 2026)
<ul style="list-style-type: none"> • 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 • <i>Maintain accurate training materials</i> • Prepare a report for presentation at the Area 02 Assemblies and inclusion in the Area 02 Newsletter
Secretary (Term 2025 – 2026)
<ul style="list-style-type: none"> • 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
Member- at -Large (Term 2025 – 2026)
<ul style="list-style-type: none"> • 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 with any changes to the meeting schedule • Preservation of Lending Library and archives • Special tasks as assigned by the Chair.
Hotline/12 Step List Coordinator (Term 2025 – 2026)
<ul style="list-style-type: none"> • 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).
Corrections Coordinator (Term 2025 – 2026)
<ul style="list-style-type: none"> • 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



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Office Volunteer Coordinator (Term 2025 – 2026)

- 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

Webservant (Term 2025 – 2026)

- 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.
- Direct e-mail received through the website to the appropriate person for handling.

**Public Information / Cooperation with Professional Community (PI/CPC)
Coordinator (Term 2025)**

- 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

Alternate Chair (Term 2025)

- Suggested five years of continuous and current sobriety, unless waived by a vote at the GMM.
- Assume Chair duties in Chair's absence.
- Fill vacant Advisory Committee positions until vacancy filled

Scheduling Coordinator (Term 2025)

- Suggested two years of continuous and current sobriety, unless waived by a vote at the GMM
- Maintain accurate and current schedules by update the web schedule and paper schedule once a month making changes submitted to Scheduling@anchorageaa.org
- Notify the office manager when the new schedule is posted to the website.

Events Coordinator (Term 2025)

- 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