

**POSITION TITLE:** Archive Coordinator

**UPDATE DATE:** 5/11/2018

**UPDATED BY:** Archive Coordinator (Panel 56, 2016-2018)

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#### **POSITION DESCRIPTION**

The responsibility of the Area Archive Coordinator is to preserve the experience, history and memorabilia of the Al-Anon fellowship from the beginning of the Al-Anon Family Groups movement in WIUPMI-Area 61. This history should be preserved to be available to the membership and the serious researcher, within the framework of our Traditions, for the good of Al-Anon. The Archive Coordinator may choose to create an alternate and/or committee to help fulfill the duties of this position.

#### **JOB REQUIREMENTS**

- ❖ Good organizational skills.
- ❖ Have available space for storage of the archives.
- ❖ Have access to a computer and be comfortable using a scanner to preserve and share archived material. Additionally, be able to store archive material to an external data storage device including backing up all of the archived material on a routine schedule. Make an additional copy of the backed-up files for the Secretary for safe keeping.
- ❖ Be able to do email and downloading of all Area materials.
- ❖ Have a clear understanding of the principle of anonymity.
- ❖ *Useful Skills: Familiar with the Twelve Concepts of Service, legible handwriting, knowledge of preserving historic material (i.e. acid-free, temperature, moisture, light sensitivity, etc.).*

#### **DUTIES & RESPONSIBILITIES**

- ❖ As needed
  - Keep scrapbook of group and personal history forms.
  - Create/update Archives display.
  - Create and maintain an organizational index, e.g. card catalog or database.
  - Copy Area documents such as Assembly and Area World Service Committee (AWSC) minutes to be stored electronically (on computer storage device).
  - Monitor the Area website and download documents that should be retained in the Archives.
  - Keep an ongoing record of all Area motions.
  - Following your term, act as a mentor to your successor.
- ❖ Semi-annual
  - Attend Spring & Fall AWSC meetings as well as Spring and Fall Assemblies. Submit reports, if necessary. Submit your reports to the Secretary by the deadline.
  - Responsible for the Archives display at Assemblies.
- ❖ End of term
  - Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

**PUBLISHED RESOURCES**

- ❖ Area Archives Guideline (G-30).
- ❖ Al-Anon/Alateen Service Manual.
- ❖ WIUPMI-Area 61 Policy Manual.

**OTHER RESOURCES**

- ❖ WSO's AFG Connects.
- ❖ Former Archive Coordinators.