

ARCHIVES COORDINATOR

A. Per World Service Handbook: revised 2002-2004

Specific duties for Area Coordinators are not spelled out in the World Service Handbook, although Guidelines for Area Coordinators for special services are available from WSO. (p. 30)

B. Duties as practiced by past Archives Coordinators

1. Responsible for maintaining a repository for Al-Anon Family Groups of Colorado's historical, administrative, and legal records and materials, and other items of future value to Al-Anon.
2. Is responsible for the collection, protection, and organization of these Archive materials.
3. Maintaining and controlling the availability of the Archive materials to Al-Anon members and others with legitimate access needs for research or other purposes; always protecting the anonymity of members.
4. Reports to the Area World Service Committee on a regular basis as to the maintenance of the Archives materials.
5. As required, will call for committee members to assist in the disposition of these duties.
6. Investigates the use of storage supplies that will minimize the deterioration of the Archive materials.
7. Transcribes oral history tapes which are classified materials.
8. Makes reports of finances to the Area Treasurer each quarter on the forms provided by the Treasurer.
9. Attends all Area World Service Committee Meetings.
10. Attends all Area Assemblies and presents a report. (Reports are to be written for the Area Secretary. Usually limited to 2 minutes.)
11. Writes an article for each issue of the Butterfly.

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