

Archives Coordinator Job Description

Per World Service Handbook; Revised 1992:

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 (G-20). See the Digest of Al-Anon and Alateen Policies, pages 101-102, 126 for more information. WSO has guidelines set down regarding Archives (G 30)

Duties shared by all Coordinators/Chair:

- Attend AWSC meeting on Sat and Sun during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports for their respective committees and presents them in paper form at Assembly to Colorado Area Secretary and AC chair. Presents reports to Assembly in a manner set by Area Chair. May also submit email reports
- Communicate the activities of their positions by submitting an article for each edition of the Colorado Area newsletter
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within budgeted amounts. If expenditures are likely to exceed the budget. They inform the Finance Committee Chair promptly prior to making expenditures.
- Maintains current Coordinator Workbook for duration of the three year term for the next Archives Coordinator
- Available to share experience strength and hope with future Archives Coordinator

Duties of the Archives Coordinator:

An Al-Anon archive is a repository of original artifacts and information, responsibly allowing its members and qualified outside community to use it, always protecting the anonymity of its members

- Solicit donations from all parts of Colorado Area of the chronological written and recorded history of Al-Anon
- Accept, organize, record and back up archives, following formal procedures adopted and amended by the Colorado Area
- Bring Archives guideline recommendations to assembly as needed including the conscience of the Assembly. Also to bring to the conscience of the Assembly any proposal or recommendation to dispose of any new or existing files.
- Make the archives accessible to Al-Anon members, groups, districts, assemblies, the WSO, and the public in accordance with established Colorado Area Archives procedures, and in accordance with the Steps, Traditions and Concepts
- Bring appropriate archives exhibits to the Assembly and Weekend in Al-Anon
- Encourage members groups, districts and officers to look to the archives (past) to guide them in their current and future decisions
- Assist Colorado Area in housing archives in a secure, central area to store and preserve the archives
- Organize an advisory committee to review and coordinate archives activities, projects, reports and recommendations to AWSC and Assembly