

## Archives Coordinator Job Description

*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).*

*On the WSO website, see Guideline G-30, Archives*

*Specifics to the Colorado Area are included below. Also refer to the Colorado Area Guidelines.*

### **Duties shared by all Coordinators:**

- Attend AWSC meetings during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports, forward them to Area Secretary, and present them at Assembly in a manner set by the Area Chair.
- Communicate the activities of their positions by submitting an article for each edition of the Area newsletter, The Butterfly.
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, inform the Finance Committee Chair promptly prior to making expenditures.
- Be available to share experience, strength and hope with incoming and future Archive 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 the 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 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 other events as budget allows
- 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