

## **ARCHIVES COORDINATOR - Job Description**

**(generic email goes here)**

### **Eligibility Requirements for the Position:**

Any Al-Anon member who has served a minimum of one (1) year at the Florida South Assembly level and has not previously served in that coordinator's position for a full 3-year term. (This is a 3-year commitment.)

### **Job-Specific Duties and Responsibilities:**

- The purpose of the Area Archives Coordinator is to preserve the history, records and ephemera of Florida South Area 10 Al-Anon Family Groups.
- Provides an Area Archives display to the Florida South Area 10 events for the full three year panel. The coordinator can do this either in person or by committee.
- Locates and maintains an air conditioned storage facility for the Area 10 Archives for the course of the three year panel within the budget set by Area 10. The storage location should be easily accessible to the Archives Coordinator and committee (if one is created)
- Compiles a book of minutes, reports, and other information provided at the AWSC meetings for the three year panel. The AWSC material is to be kept separate from the Area Assembly book.
- Compiles a book of minutes, reports, and other information provided at the Area 10 Assembly meetings for the three year panel. The Area Assembly material is to be kept separate from the AWSC book.
- Collects, identifies and preserves additional items of historical and contemporary interest to Florida South Area 10. Material can include flyers, Conference Approved Literature (CAL) no longer printed by the World Service Office (WSO), The Sunshiner, other Al-Anon/Alateen newsletters, bookmarks, cards, photographs, correspondence, newspaper clippings, and other items related to Florida South Area 10 activities. Additionally, publications from the WSO such as Conference Summaries, The Forum, Area Highlights, etc., may also be collected and preserved.
- Maintains an inventory list of items and materials contained in the Area Archives for easy retrieval.
- Provides information received from the WSO to the District Archives Chairs, if applicable.

### **General Duties and Requirements of the Coordinator:**

- Attends and casts votes on business at two (2) (Winter and Summer) Area World Service Committee Meetings (AWSC) in years one and two of the panel, and three (3) AWSC meetings in year three of the panel.

- Attends two (2) Assemblies (Spring and Fall) each calendar year for all three years of the panel.
- Prepares and presents a written report for each AWSC meeting, complying with any deadline and method for submission established by the Chairperson. **(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Prepares and presents a written report for each Assembly, complying with any deadline and method for submission established by the Chairperson. **(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
- Participates at district events within Florida South Area 10, when invited.
- Participates in all WSO communication opportunities, i.e., conference calls and *AFGConnects*.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.
- Serves as a support to the corresponding/new incoming panel member.
- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Must have computer and internet access.
- Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
- Is responsible to serve all districts within Area 10.
- Each coordinator serves as a liaison with all Area 10 Districts and WSO and keeps in touch with the appropriate district chairpersons.
- Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
- Will need to obtain or create a contact list, and communicate regularly with all District level Chairpersons or other positions that correspond to the coordinator position. *(Coordinators serve at the Area level while chairpersons serve at the District / AIS level.)*
- Leads “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Assures that written notes of the breakout meeting are provided to the Area Secretary.
- Failure to be present at two consecutive Area World Service Committee/Assembly meetings (combined) is grounds for removal and replacement of a Coordinator.