

ARCHIVES COORDINATOR - Job Description

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Eligibility Requirements for the Position:

Anyone who has served a minimum of two (2) full years in Florida South (Area 10) (FL-S) as a Group Representative (GR) and has not previously served in that Coordinators' position for a full 3-year term is eligible. This is a 3-year commitment.

Job-Specific Duties and Responsibilities:

1. The purpose of the Area Archives Coordinator is to preserve the history, records and ephemera of Florida South (Area 10) (FL-S) Al-Anon Family Groups.
2. Provides an Area Archives display to the Florida South (Area 10) (FL-S) events for the full three-year panel. The coordinator can do this either in person or by committee.
3. Make note of what gets displayed so as not to duplicate from previous panels.
4. 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)
5. 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.
6. Maintains an inventory list of items and materials contained in the Area Archives for easy retrieval.
7. Provides information received from the WSO to the District Archives Chairs, if applicable.

General Duties and Requirements of the Coordinator:

1. Attends AWSC meetings as a voting member during the Panel.
2. Attends all Assembly meetings as a non-voting member during the panel unless they are representing a group. In which case, they would vote on the Group's behalf.
3. Prepares and presents a written report for each AWSC and Assembly meetings, complying with any deadline and method for submission established by the Chairperson.
4. Attends Florida South (Area 10) (FL-S) Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
5. Participates at district events within Florida South (Area 10) (FL-S), when invited.
6. Participates in all WSO communication opportunities, i.e., conference calls and *AFG Connects*.
7. Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.

8. Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws and has knowledge and access to FL-S Policies, Procedures, Guidelines and Processes.
9. Serves as a support to the incoming Area Archives Coordinator.
10. Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
11. Must have computer and internet access, and ability to participate in virtual platforms. Must be able to use word processing, open PDF or compatible programs and be otherwise computer literate to utilize electronic voting and registration programs used by Area.
12. Is responsible to serve all districts within Area 10.
13. Each coordinator serves as a liaison with all Area 10 Districts and WSO and keeps in touch with the appropriate district chairpersons.
14. Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
15. 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.)*
16. 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.

Note: If any Area Coordinator fails to perform the duties of that position, which includes providing written reports, and/or does not attend any two (2) meetings during a twelve (12) month period (from the first missed meeting), including Florida South (AREA 10) Assembly or Area World Service Committee (AWSC) Meetings, the Area Chairperson may ask for their resignation.

If the Area Coordinator does not submit their resignation, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (Area 10) Assembly Meeting and the Area Coordinator will be removed effective immediately.