

Area Archives Coordinator

The purpose of the Area Archives Coordinator is to preserve the history, records and ephemera of Florida South Area 10 Al-Anon Family Groups.

Duties of the Archives Coordinator:

Attend both the Winter and Summer Area World Service Committee (AWSC) meetings each year for the full three year panel.

Provide a written report to the AWSC on the status and activities of the Area Archives.

Attend both the Spring and Fall Assemblies for the full three year panel.

Provide a written report to the Area Assemblies for the full three year panel.

Bring an Area Archives display to the Florida South Area 10 Convention for the full three year panel. The coordinator can do this either in person or by committee.

Attend the Area 10 Service Seminar and conduct a workshop, either on archives or on the theme of the Service Seminar.

Locate and maintain 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).

Compile 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.

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Collect, identify and preserve 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., can also be collected and preserved.

Maintain an inventory list of items and materials contained in the Area Archives for easy retrieval.

Contact District Archives Chairs to provide support, encouragement and/or assistance at the district level. Assist districts with their archives, if possible, and encourage the preservation of Al-Anon material at the district level.

Provide information to the District Archives Chairs information received from the WSO, if applicable.