

AREA ARCHIVES COORDINATOR

QUALIFICATIONS:

- Any Al-Anon/Alateen member who is not also a member of AA is eligible to serve.
- Be thoroughly familiar with the Service Manual from World Service Office, Guidelines from World Service Office, and have a working knowledge of the Steps, Traditions and Concepts of Service.
- Curiosity and love of history helpful.
- Be available to travel throughout the Area.
- Willing to have name, address and telephone number published in Area newsletter.
- Be available to serve three years.
- Attend all Area World Service Committee meetings (2 per year), give report, and vote on issues.
- Attend all Area Assemblies (2 per year) and vote on issues only if holding the position of Group Representative.

DUTIES:

- To maintain and encourage the history, past and present, of Al-Anon/Alateen Family Groups of Maryland and District of Columbia.
- Attend all Area World Service Committee meetings. (2 per year, possibly 3 in election year).
- Attend all Area Assembly meetings (2 per year, possibly 3 in election year), give report and vote on issues only if holding the service position of Group Representative.
- Obtain a Combined Service workbook and follow Guidelines pertaining to Archives.
- Establish a line of communication between Archives and all Al-Anon/Alateen groups in the Area.
- Prepare a permanent notebook of all the information and history of the Area Al-Anon/Alateen Groups and Area Officers reports to be given to the next Area Archivist.
- Share experience, strength and hope for Area in written or typed form to be placed in permanent record.
- Maintain a display for use at Conferences and Assembly meetings.