



Al-Anon Family Group – Tennessee
Area 52

Service Position Description
Archivist

Primary Duties:

- Attend scheduled Area meetings
- Provide a written report and oral report during Area meetings; post the written report to the Area e-tree within two (2) weeks of each meeting
- Select at least two (2) additional Area 52 Al-Anon members to form an Archives Committee
- Follow World Service Guideline G-30 Area Archives
- Become familiar with the Area Archives and Area Archives Guidelines
- Provide ample climate-controlled space for proper storage of Area Archives
 - Location to be determined by the current Archives Committee
 - Materials should be kept in acid-free folders, boxes and/or photo sleeves
 - Materials should be kept in a cool, dry place
- Storage space to be secured at the Area's expense (cost to be part of Archives budget); documents to be signed by Area officers
- Make determination about what Area historical information needs to be kept and discarded (In 2012 area Archives Committee determined that items to be kept would ONLY be those pertaining to Area 52 TN)
- Encourage members to submit archival items that include dates of events
- Sort and file papers, artifacts, and other items
- Arrange and display Area Archives at Area meetings and events
- Participate in WSO AFG Connects, discussion boards or conference calls, if available

Other Duties:

- Submit budget request to Treasurer two weeks prior to the Fall AWSC meeting
- Request groups' and districts' histories; ask for memories and photos for possible inclusion in Area Archives
- Make Area Archives available to the membership for special events (i.e. Conventions, Assemblies, Workshops, etc.)
- Use personal creativity to maximize the use of Area Archives and archival information

Basic Skills Required:

Have an interest in Area Al-Anon history

Have access to the internet, e-mail and the AWSC e-tree

Have basic written communication skills, including writing, editing, organizing, and distributing documents using Microsoft Word, Excel and .pdf applications

Good oral communication skills

Have research skills

Basic Requirements of all Area Officers/Coordinators:

- Regularly attend Al-Anon meetings
- Have a personal sponsor
- Have or be willing to seek a service sponsor
- Able and willing to serve a three-year term
- Have previously served in Al-Anon service at the Group, District, AIS or Area level
- Attend all scheduled Area meetings during the term
- Have the ability and willingness to communicate with other officers and coordinators
- Are thoroughly familiar with the current Al-Anon/Alateen Service Manual
- Have a working knowledge of the Steps, Traditions and Concepts of Service
- Follow job duties as outlined in the current Al-Anon/Alateen Service Manual, TN Area Archivist Guidelines, and WSO Guidelines
- Willing to share experience, strength, and hope with the next person who fills this position
- Willing to have name, address, phone number and e-mail address published in Tennessee Area 52 publications
- Is not also a member of Alcoholics Anonymous

In the event the elected or appointed Trusted Servant cannot or will not perform the responsibilities contained in the Service Position Description, the Area Chairperson will contact the Trusted Servant and attempt to resolve the issues.

If the Trusted Servant remains unwilling or unable to perform these responsibilities, further action including removal may be considered.

Removal of an Officer/Coordinator may be considered if he/she is:

- a. Absent at two or more consecutive Area Meetings without advance notice or reason
- b. Not carrying out the responsibilities listed in the Service Position Description