

## **Area Archives Coordinator**

**Term:** 3-year term that begins January 1st after the Election Assembly. Elected by the Assembly at the end of each term or appointed by the Area Chairperson

**Qualification: (Motion 269: three-year-trial Spring 2024-Spring 2027)**

The requirements of the offices of Treasurer, Secretary, and Coordinators could be filled by Group Representatives who have served at least one year as a GR or other active Al-Anon members who have attended Assembly and /or AWSC as a guest of their district.

**Estimated minimum time commitment:** 1 to 2 hours per month. Additional time is required for Assembly preparation.

**Archive Storage is currently (2023) in Butte.**

## **WSO Guidelines Link**

**Archives Coordinator**

[G30Area Archives.pdf](#)

## **Purpose of the Archives Coordinator**

To be the collector of Area 32 items and documents and to describe the history and activities of Al-Anon in Montana. Note: An archivist position was created to organize the archives in 2011. Then in 2022 the archivist position and Coordinator position merged.

### **Recommended:**

- Knowledge of, or the willingness to learn about, archival storage techniques including electronic storage.
- Access to a computer with internet connectivity and the ability to use email and applicable software.
- Have the willingness to take tutorials (if needed) in order to gain knowledge of
  - Word and Excel or Google Docs, Forms, and Sheets.
  - Groups.io (posting files, calendar posting...etc.)
- May create a Work Group with committee members. Take minutes at committee meetings.
- Join Montana AFG - Groups.io electronic communication platform.
- Join AFG Connects - WSO electronic platform to stay connected with other Areas and WSO.

### **Duties and Responsibilities:**

1. To collect and ensure proper storage of the Area's historical documents.
2. Orally present a report of all archival activities at Spring and Fall Assemblies and email that report to the Area Secretary.

3. Protect and preserve the collection of the Montana AI-Anon Archives as suggested.
4. Keep accurate updated records. When invited, prepare a display of the Archives at service functions (Area Assemblies, Roundups, and Workshops) that explains the importance of keeping and preserving our Area Archives.
5. Encourage Districts to create an archive position to collect historical information and items. (examples: minutes, flyers, News and Views, programs of local events, group histories, and individual stories...etc.).
6. Permit the materials to be inspected, examined, or copied (except where copyrights apply) under the supervision of any authorized person.
7. Upon request: collect, arrange, and make available to authorized persons all obtainable archival materials related to AI-Anon history.
8. Mentor the next Area Archives Coordinator
9. When rotating out of this service position, help the incoming coordinator by sharing experience, records, and other important information.
10. May write articles for the Area Newsletter.
11. Maintain and preserve all applicable material in the Area Archives.
  - a. To preserve one original document pertaining to Montana Area 32 history. Duplicates will not be retained in Montana Area 32 Archives.
    - i. Example: This would apply to items listed in motion (C-24) & books from World Service & Forum Magazines.
    - ii. Items such as World Service order forms, posters & media distribution lists will not be retained in Montana Area 32 Archives.
    - iii. Until such time as we have foreign language groups, no foreign language materials will be retained in Montana Area 32 Archives.
  - b. Locate and collect unaccounted-for archival material.
  - c. Keep the archives organized and accessible, sorting and discarding as necessary.
  - d.** Digitize the archives. Consult mentor as necessary.