

ARCHIVES CHAIRPERSON

- ELECTED: By the GRs within the District. The Archives Chairperson is elected from qualified members within the District.
- TERM: One (1) year.
- RE-ELECTION: District conscience decision.

Duties

- ☐ Attends monthly District meetings and provides a monthly report.
- ☐ Provides storage space for the District's archived materials.
- ☐ Maintains the District server storage and adds information to the archives.
- ☐ Adds information to the digital archives such as fliers for group anniversaries, workshops or other special events, as well as items of historical interest such as District business meeting minutes and group records.
- ☐ Maintains digital access to Public Outreach projects, current Meeting List, AMIAS List and Hotline Guidelines.
- ☐ Maintains both hard copies and/or electronic copies of these records.
- ☐ Has the archives available for display at District functions.
- ☐ Has the most current version of the following documents available for distribution as relevant, to the District Rep, Alternate District Rep and Group Reps upon their initial election:
 - ☐ District 2 Guidelines
 - ☐ Area 33 Guidelines
 - ☐ GR Checklist
 - ☐ Helpful Information for GRs
 - ☐ Area 33 Map
 - ☐ Suggested Financial Guidelines for District 2
 - ☐ Welcome to Area 33 District Rep Newcomer Information
 - ☐ Welcome to Area 33 Group Rep Newcomer Information