



NORTH CAROLINA / BERMUDA AL-ANON / ALATEEN AREA WORLD SERVICE COMMITTEE

Area Archivist

The North Carolina / Bermuda Al-Anon / Alateen Area Bylaws, Article VII, Officers, Section 15, define the role of the Area Archivist as:

“The Area Archivist Coordinator shall in general perform all duties incident to the office of Area Archivist Coordinator and such other duties as from time to time may be prescribed by the Chairperson or by the Board of Group Representatives and described in the Al-Anon / Alateen Service Manual.”

The Area Archivist is appointed by the Area Chairperson to serve a three-year term but may be appointed to a subsequent term(s) if willing to serve multiple terms.

Area Archivist Duties

- The Area Archivist maintains all AWSC and Assembly information to include the following:
 - Group History forms
 - photographs of important events
 - editions of area newsletters
 - scrapbooks of newspaper clippings
 - memorabilia, souvenirs
 - listings of prior AWSC panels
 - Area minutes and motions, including AWSC meetings and Assemblies
 - items with original autographs by Lois W., Harriet, or Bill W.
- The Area Archivist requests group history information from all groups.
- The Area Archivist requests district and group event information, i.e. workshops and birthday events.

Area World Service Committee (AWSC)

- The Area Archivist has voice and vote on the AWSC.
- The Area Archivist is assigned to the Group Services Service Arm.
- The Area Archivist's expenses for transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Archivist has a budget to purchase supplies and materials needed to maintain Area Archives.
- The Area Archivist prepares a report for each AWSC meeting and e-mails it to the AWSC by the Wednesday prior to the meeting.
- The Area Archivist prepares (in October or according to the Area Treasurer's schedule) a list of anticipated expenses for the upcoming budget year.
- The Area Archivist has access to an e-mail account for AWSC communications or arranges to have an “e buddy” who will receive e-mails on his or her behalf.
- The Area Archivist regularly checks the Area G-mail account or arranges to have these e-mails forwarded to a personal account.
- The Area Archivist prepares a written report for the Area Newsletter if requested. Type size, font, and deadline are determined by the Area Newsletter Editor.

Area Assembly

- The Area Archivist has voice at the Area Assembly.
- The Area Archivist's expenses related to printing of a report, transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Archivist prepares a report for the Area Assembly and distributes it to the AWSC by the Wednesday prior to the meeting. Sufficient copies for all assembly attendees are provided. The Area Archivist prepares an archival display for each Assembly.

WSO

- The Archivist reviews information posted on the “e-Communities” for Archivists.

Area Archivist Equipment

- 3 file cabinets and 5 tubs of information