

ARCHIVES COORDINATOR (*Volunteer Position*)

Attend all District meetings or send a representative to gather flyers of Group and District activities and the District newsletter. Review past months meeting minutes and submit any corrections to the District Secretary.

Familiarize oneself with the duties of the Archives Coordinator in the Al-Anon and Alateen Service Manual, and WSO Guidelines.

Keep District Archives in a warm, safe and dry area.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.

Make available to any group or member the District Archives upon request.

Be willing to visit groups to see if they have anything that would be of District 23 history that we would want in the Archives.

Collect reports of activities from all District Coordinators.

Present to the District what is going into the District Archives each month.

Maintain an index of District Archive items.

Maintain and update a log of passed/approved motions from District 23.

Work with the WA Area Archivist to provide them with information as requested.

Bring to the District any interesting piece of District 23 Al-Anon history for display (i.e., before the current year events takes place bring old flyers or memorabilia of the social or fundraiser).

Submit an estimated budget to the District Budget Committee.

A subscription to the *Washington Wanderings* is recommended.

Having a Service Sponsor is strongly recommended.

In March each year, submit a short report to the District of the past years events or activities.