

ARCHIVES COORDINATOR (Volunteer Position – by Vote or Appointment)

IN GENERAL

- Term of 3 years, congruent with Area Panel term
- Submit a Trusted Servant Profile by July District Meeting of voting year.
- Familiar with the Al-Anon and Alateen Service Manuals & WSO Guidelines
- District 23 Website - [Service Manuals/WSO Guidelines/Other Resources](#)
- Clean, warm, dry space for approx. 8 storage bins & Tri-Fold History Board/Ann B. Birthday Displays
- Having a Service Sponsor is strongly recommended.
- Reading the Washington Wanderings is recommended

MONTHLY

- Attend all District meetings (or ask someone to represent you).
- Review past months meeting minutes and submit corrections to the District Secretary.
- Gather Flyers of Group and District Events and file in Archives.
- Collect final meeting reports and file in Archives, at minimum:
 - District 23 Business Meeting Agenda
 - Secretary Meeting Minutes
 - Literature Depot Report
 - Treasurer Report
- Present to the District what is going into the District Archives each month.

ANNUALLY

- Submit an estimated annual budget for the Archives Coordinator position to the District Budget Committee
- In March each year, submit a short report to the District of the past years' events or activities.

AS NEEDED

- File Al-Anews District Newsletter in Archives.
- Make District Archive items available, in an agreed upon manner, to any member or group, always keeping in mind the principle of anonymity.
- 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.
- Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.

AS TIME ALLOWS

- 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.
- 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).

“We are not in this alone! Together We Can Make It! Let It Begin With Me!”