

# Archives Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

## Position Description:

- Gather current and historical information about AA, especially in Area 35, and to preserve it in a meaningful order.
- Provide information in the Area with respect to Archives, coordinating the exchange of ideas and resources between districts.
- Provide experience and assistance in developing projects that will further the carrying of our AA message with respect to Archives.

## Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Read and become familiar with all of AA's history-related material such as:
  - AA Comes of Age
  - Pass it On
  - Dr. Bob and the Good Old-timers
  - Markings on the Journey
  - Markings Newsletter
- Communicate and cooperate in a working relationship with the Archivist for Area 35 and at GSO.
- Work with District Archives and inspire them to collect historical items and information.
- Talk at groups, Districts, and workshops about history when asked.
- Gather present and historical information about AA in the Area.
- Obtain newspaper and magazine clippings from the Public Information Committee or other sources and maintain news clipping scrapbook.
- Gather old and new fliers from all over Area 35 and work with Area archivist to preserve in flier scrapbook.
- Gather old and new Grapevines and maintain Grapevine historical display.
- Record and distribute Archives minutes in a timely fashion.
- Update the Trusted Servant Guidelines for the Archives Chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2<sup>nd</sup> year.
- When rotating out, help incoming Archives Chair with experience, records, information, and any helpful suggestions for serving.