

Area Archivist

Area 35, Alcoholics Anonymous, Trusted Servant Guidelines

Updated: June 2015

Position Description

- Provide leadership through awareness and understanding of AA history.
- Gather and organize Area 35 archival materials.

Responsibilities

- Read and become familiar with the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Actions Book, Robert's Rules, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, Area Assemblies, annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- 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).
- Submit expenses for reimbursement in a timely manner to insure the consistent and predictable disbursement of Area funds.
- Collate, preserve, and file Area, District and individual archival contributions.
- Collect, index and store Area minutes and recordings of Area functions.
- Digitize archival materials.
- Record Area Committee Meetings, Area Assemblies and the Service Workshop.
- Provide copies of Area event recordings upon request.
- Maintain, store and transport the Area archives display.
- Gather, preserve and file all Area minutes, event flyers, and treasury reports.
- Set up an archival display at every Area Assembly and Service Workshop.
- Give talks about Alcoholics Anonymous history.
- Provide an article for each Northern Light issue on service activities, archival activity summaries, and items of interest from AA history.
- Provide the Area Secretary with an audio recording of Area meetings.
- Provide guidance to members interested in the archives.
- Contribute a historically informed viewpoint to Area discussions.