

Name of Position: Area Archivist 3 year term

Overview of Position – The Area Archivist is responsible for the preservation and maintenance of the local Area Archives. The Saskatchewan Al-Anon Archives are stored at the A.I.S. office in Saskatoon. The Archivist visits the Archives in Saskatoon as needed to maintain and update documents.

Pre-requisite – Active Al-Anon member with an interest in Saskatchewan Al-Anon history. The Area Archivist must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.

Motion 4/17: That Position Guidelines for Saskatchewan Al-Anon Coordinators and Table Officers be updated to include: “must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.” Area Secretary to update position guidelines. **Carried**

Responsibilities at Committee Meeting:

- Attendance twice a year is expected – meetings are held in spring and fall – usually March and September each year.
- Have a report ready (10 min max)
- May volunteer for various committee initiatives/jobs
- May volunteer for assembly jobs such as workshops or town hall meetings

Responsibilities at Assembly:

- Attendance twice a year is expected – meetings are held in spring and fall – usually June and November each year.
- Incoming personal sharing (15 min) Spring Assembly – year 1
- Outgoing service sharing (15 min) Fall Assembly – year 3
- Have a report ready (5 min max)
- Attend Saturday evening “Ask-it-Basket” Session. It is helpful to bring along a copy of the Al-Anon/Alateen Service Manual, and be familiar with its contents as well as the Concepts and Traditions.
- Provide a display of memorabilia from the past to share at Assemblies (especially on special Anniversaries).

On-going Responsibilities/Job Details:

- Serves as the link between the World Service Office and the Area members. This communication with World Service Office is done via AFG Connects and emails.
- Visits the Saskatoon office to maintain and update documents for Area 89 groups and events only. Original copies or scanned items only.
- Responsible for holding the key to unlock the archive cabinet, along with a key to the office.
- Maintains contact with District Representatives as needed to maintain history of groups.

See also Al-Anon Area Archivist Guidelines G-30 for more specific information.

Budget Amount – \$350.00

Motion 19/16: Linda B/Jeanie S. **Carried**

To increase the Archive Coordinator’s expenses to \$350.00 per year.

How the Budget is used- Keep all receipts and turn into Area Treasurer at each Committee Meeting and Assembly. The budget may be used for travelling expenses to visit archives in Saskatoon, invites and presentations to Districts and events, copying for assembly and committee meetings or presentations, or for any supplies needed. (ie flash drives)

By the end of your term, clean and organize any boxes being passed on to the new person. Update your Job Guideline and submit to Area Secretary.

Updated October 2019