

Archives Coordinator's JOB DESCRIPTION

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. SCWS Coordinators must live within the California South Area during their entire term. The Coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The Coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. **ELIGIBILITY / QUALIFICATIONS** – Must be an active member in Al-Anon in CA(S) and have an appreciation for the evolution of Al-Anon in the SCWS area and maintaining historical data for all that has made it successful in CA(S). Past or current registered Group Representative (GR) experience preferred but not required. Have working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and KBDM (Knowledge-Based Decision-Making), with an understanding of the Area and World Service structure and SCWS Bylaws. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES**
 - Preserves the experience, history, and memorabilia of the Al-Anon fellowship in Southern California as outlined in the Area Archives Guideline (G-30). This history should be preserved so as to be available to the membership and the serious researcher, within the framework of our Traditions, for the good of Al-Anon as a whole.
 - Assembles, maintains and stores the historical artifacts for this World Service Area, some of which is scanned and stored electronically.
 - Chairs Longtimer's Meeting in last year of three-year term.
 - Prepares and presents a written report for each quarterly SCWS meeting and emails to Secretary and Bulletin Editor.
 - Makes the traveling Archives available upon request for Districts within SCWS.
 - Acts as a liaison with the entity in Southern California Area that SCWS has an arrangement for custodial storage of valuable, historical books and other materials that require special storage conditions, such as controlled temperature, humidity and lighting.
 - One-Time Project—2021-2023: Archives Coordinator will direct an Archives Committee on reorganizing the Archives, which are maintained in a storage unit in Glendale, to implement a 2020 SCWS Board decision that the Archives contain only material pertinent to the Area, as suggested in the Al-Anon *Guideline G-30*, plus first-edition AFG material or AFG material personalized for the Area, as in CAL or early-day literature that contains autographs of early-day members.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED**
 - Ability to coordinate with others by phone, email and/or direct contact
 - Ability to do simple presentations, multi-task various requests, add items to large three-ring binders.
 - Ability to lift and move boxes of the SCWS Archives, or make arrangements for this to be done for Area meetings.
 - Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer with Internet connection, email with attachments, word processing and spreadsheet software.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Between 2-25 hours per month which may include presenting information about Archives to District meetings. Additional hours/days needed in final year for planning the Longtimer's Meeting. Attends 8 SCWS meetings per year, 7-8 hours each, and presents prepared reports: Feb, Aug Committee (3rd Sat) and May, Nov Assembly (3rd Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS or TEAM event and support events of other coordinators. This is an appointed position for a three-year term. Additional time may be spent, if desired, collecting archive material (books, notes, photos, etc.) and written or recorded recollections from Longtime Al-Anon members. One Archives Coordinator collected written stories and recordings from Longtime members using a list of guideline questions, for possible publication.

7. **PREPARATION** – Meet with prior SCWS Archives Coordinator. Notebook with detailed procedures will be provided at Turnover Meeting. See WSO Guideline G-30 for details on creating this type of archive (written stories and recordings).
8. **TRAVEL** – May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.

NECESSARY AREA MEETING ATTENDANCE

SCWS Board	January, May, July, October	3 rd Sunday	10:00am to 4:00pm
Area World Service Committee (AWSC) + new DR Orientation @ 8am	February, August	3 rd Saturday	9:00am to 4:00pm
Area Assemblies + new GR Orientation @ 8am	May, November	3 rd Saturday	9:00am to 4:00pm
Sharing of Service (SOS)	January	3 rd Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm

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