

# Archives Committee Chair: Job Description

From the pamphlet "The A.A. Archives":

How do A.A. Archives help carry the message of recovery?

"The collective experience of the past reminds us of how little hope there once was for the suffering alcoholic - and how far we've come, thanks to Alcoholics Anonymous. And as we painstakingly sort out fact from fiction, we ensure that our original message of recovery, unity and service will continue undiluted and true."

As is any job as a chairperson for a committee, this one is always busy and provides a rich and rewarding experience, especially for a person with an interest in our history..

## Duties

- Take responsibility for prioritizing and guiding the projects for the two-year term.
- Pack, and ship when necessary, archive kits for travel assignments for GSC members.
- Be available for members wishing to come into the archives to find material for projects, presentations and coming events.
- Keep up with the cleaning of the archives room.
- Process incoming archive materials.
- Do a monthly inventory of supplies, workbooks and research forms, and continually make sure they are updated.
- Work with the archivist to maintain the archives collection and continue to look for archives volunteers.
- Check contribution cans when archive kits are returned, and forward money to treasurer.
- Inform the Area 79 website/Grassroots chair of any changes in hours of operation for the archives room.

## Duties common to all GSC members

- Attend and participate in all regularly scheduled General Service Committee (GSC) meetings (held in Vancouver on the first Wednesday of each month).
- Reply to email, telephone and written questions.
- Attend and participate in all quarterlies and assemblies.
- At each quarterly, assembly and GSC meeting, provide reports on activities since the previous event.
- Chair appropriate committee at quarterlies and assemblies.
- Maintain contact with district and local committee chairs.
- Maintain contact with district committee members (DCMs) assigned to GSC member's committee.
- Submit regular expense reports to the treasurer.
- Participate in preparation for the General Service Conference by reviewing and summarizing the assigned agenda background material, providing information to DCMs,

chairing the committee meeting at the Pre-conference Assembly, and providing the committee's recommendations to the assembly and delegate.

- Facilitate workshops.
- Be available for travel assignments, including taking Area 79 archives to A.A. events.
- Review [www.bcyukonaa.org](http://www.bcyukonaa.org) content as it relates to the member's position, providing updates and new materials to the website chair as needed.

#### Further Considerations

- The time commitment required is substantial and will vary from position to position, and also with the particular skills possessed by the member. Generally, some time will be spent every day to check and respond to emails and phone messages. Some jobs have workloads that are heavier at certain times than at others.
- It is encouraged that you speak with members of the GSC (current or past) to ask more specific questions if you wish to put your name forward for a position.
- General Service Committee membership may sound demanding, but, as we so often find in A.A., the rewards are far greater than time and effort put in.

## **Archives Committee Chair: District 46 Addition**

### **Archives**

1. Follows the guidelines as outlined in the GSO Archives Workbook.
2. Maintains the District 46 Archives inventory, and ensures proper storage is in place.
3. Is available or has an Alternate Chair available to set up displays at District functions.
4. Continues to seek and gather information to be added to the history of the District, through events, workshops, info sessions or presentations.
5. Provides a report at monthly District meetings.