

SETA ARCHIVES COMMITTEE CHAIRPERSON
JOB DESCRIPTION

General Description: The Archives Committee Chairperson is elected by the Area Assembly to serve a two-year term that runs concurrent with the Area officers, and is a voting member of the Area Assembly and member of the Area Committee.

Position Description: The Chairperson of the Archives Committee should give to the committee direction and incentive in its position as a standing committee in the Area. In addition to the Chairperson, whose service position will be rotating, the Archives Committee will have a permanent Archivist.

Position Qualifications: The Chairperson of the Archives Committee should have a considerable continuous period of sobriety.

Duties and Responsibilities of the Chairperson:

- Chair the Archives Committee at Area assemblies; submit reports to the assembly and vote in assembly elections.
- Chair Archives Committee meetings.
- Be responsible for the maintenance and development of the Area displays.
 - Be responsible to districts and groups for transporting display material and making presentations upon request; bring displays and “hand-outs” to quarterly assemblies.
 - Take measures to secure the well-being of the displays when they are transported.
 - Prepare correspondence for distribution to the districts regarding matters of interest to the committee.
 - Actively support the mission of the Archives Committee, seeking consensus from the standing committee on all issues impacting its vision and operation.
 - Educate the fellowship in the Area about the importance of preserving the Area’s history.
 - Prepare a budget and attend the Annual Budget Meeting.
 - Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition, the review or revision will be noted in footer of job description with year of review or revision.
 - The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

SETA ARCHIVES ALTERNATE COMMITTEE CHAIRPERSON **JOB DESCRIPTION**

The job description for the Archives Alternate Committee Chairperson will mirror the job description for the Chairperson. The Alternate Chair will be responsible for assisting the Chair in all of their duties, as well as performing committee tasks on their own.

Responsibilities for using SETA computer equipment:

Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.

1. All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.
2. The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.
3. In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.
4. All data relating to Area business should be stored on the SETA-provided equipment.
5. Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.
6. Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.