

DISTRICT 82
ARCHIVES COMMITTEE/CHAIRPERSON
JOB DESCRIPTION

GENERAL DESCRIPTION

The Archives Committee Chairperson must have the enthusiasm and knowledge of the Archivist, as well as the individual committee members, plus the ability to organize and give to the committee direction and incentive. Some education and/or experience in records management, archives or a related field would be helpful. The chairperson should attend the area assembly and area Archives Committee meetings. The chairperson is elected by the committee to serve a non-rotating term and is a voting member of the district committee. In the absence of the Archives Chairperson, the Alternate Archives Chairperson is a voting member of the district committee. The in-coming chairperson should notify the General Service Office (GSO) of the Change of Information for this position.

COMMITTEE PURPOSE

The purpose of the District 82 Archives Committee is to provide a sense of its own past to the fellowship. The Archives Committee will serve those interested in exploring A.A.'s history and growth throughout District 82 and the South East Texas Area (SETA).

The main purpose of the Archives, consistent with A.A.'s primary purpose, is to keep the record straight so that myth does not predominate over fact as to the history of the SETA District 82.

POSITION QUALIFICATIONS

1. Stable sobriety
2. Previous service to the district suggested but not required
3. Commitment to serve the district committee as suggested by the position duties and responsibilities

COMMITTEE DUTIES/RESPONSIBILITIES

1. Chair the Archive Committee monthly meetings
2. Attend district meetings
3. Submit written committee reports to the district secretary
4. Be available to the DCM, the district officers, the standing committee chairpersons, and all members of A.A. in the district as a resource for questions or issues concerning archives
5. Attend Area Archives Committee meetings and report back to the district committee
6. Visit groups within the district as often as possible and encourage participation from the individual members and groups
7. Participate in service workshops and give presentations when asked
8. Submit an annual district budget and attend budget meetings
9. Have a willingness to learn and apply the Twelve Traditions to the position
10. With the help of committee members, prepare an annual budget
11. Record and maintain the history of District 82, including oral & group histories
12. Educate the fellowship in District 82 about the importance of preserving the district's history
13. Maintain and develop District 82's display, taking the display to events, upon request.
14. Seek records and artifacts, including literature and tapes, by means of donations from members & relatives -- anything pertaining to our District 82 history
15. Organize the archives as a District 82 resource, making information accessible in a timely manner
16. Encourage the sharing of materials of significance to all concerned, including corresponding and

cooperating with other A.A. Archives Committees

17. In all matters, the GSO Handbook "Setting up an Alcoholics Anonymous Archival Repository" will guide this committee.
18. This committee will encourage individuals, groups, and districts to donate archival material to the Archives.
19. Collect for preservation the District 82 minutes, agendas, correspondence, newsletters, and other vital records
20. Collect for preservation the vital records from District 82 permanent committees
21. The Committee meets a minimum of four times annually during the quarterly meetings of the SETA 67 Assembly.

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