

Maryland & District of Columbia Area
Guidelines for Area Archives Coordinator

April 2017

The Area **Archives Coordinator** maintains the history, past and present, of Al-Anon Family Groups of Maryland in Area 24.

Eligibility and Qualifications:

1. General:

- Any Al-Anon member who is not also a member of Alcoholics Anonymous is eligible to serve.
- Be familiar with the *Al-Anon Alateen Service Manual* and have a good understanding of the Steps, Traditions and Concepts of Service.
- Be willing to have name, address, phone number, and Email address made available to Al-Anon/Alateen members..
- Be available to travel throughout the Area to attend Al-Anon/Alateen functions.
- Be available to serve for a full 3-year term.
- Be able to use Email and to access information on WSO's eCommunities system.

2. Position Specific:

- Curiosity and love of history helpful.

Responsibilities and Duties:

1. General

- Attendance at Area Meetings.
 - Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
 - Prepare a written report on activities and send it to Area Chairman and Area Secretary at least two weeks prior to each AWSC meeting. This report will become part of the AWSC minutes and be published in the Area newsletter.
 - Be prepared to give a brief oral report at each Area Assembly and AWSC meeting.

- Communications with World Service Office.
 - Keep aware of information from the WSO by regularly checking the eCommunity for this position.
 - Take part in all WSO conference calls this position.

2. Position Specific

- Follow the guidance in *Al-Anon Guidelines: Area Archives (G-30)*.
- Establish lines of communication with local
 - Al-Anon Information Services
 - Districts
- Make a permanent record of Area activities during current term.
 - The Area Secretary can provide copies of the minutes from Area meetings.
 - The Newsletter Editor can provide copies of the AL-ANON-CER.
 - The Convention Chairs can provide information about the conventions.
- Share experience, strength and hope for Area in written or typed form to be placed in permanent record.
- Maintain a display for use at Conferences and Assembly meetings.