

AREA 15 ARCHIVES POSITIONS · QUALIFICATIONS/RESPONSIBILITIES

Area 15 Archives Chairperson:

- Suggested 5 years of sobriety and past experience as district archives chair
- This position has a vote at the Area 15 Assemblies. It is a rotating position with a 2-year term of service. Area books a room for 2 nights but only compensates for 1 nights lodging.
- Prepare and distribute to area archives committee, the agenda for the Area 15 Archives business meeting and workshop.
- Chair the Saturday morning Archives committee business meeting.
- Facilitate the Saturday morning "open forum" that is held after our Area 15 Archives busgirls; meeting.
- Works closely with Area 15 Archives Secretary/Treasurer and Archivist.
- Attends the National Archives Workshop if able to. Participates in the Florida A.A. Archives Workshop.
- Encourages all Area 15 District Archives chairpersons to preserve the experience, history, and memorabilia of the fellowship within their Districts.
- Is familiar with AA Archives material that is available through GSO, and is able to. Direct others where to find these resources.
- Becomes familiar with our Archives Committee current practices.

Area 15 Secretary/Treasurer:

- Suggested 5 years of sobriety and past experience in district archives.
- This position does not have a vote at area assemblies/It is a rotating position with a 2-year term of service. Area books a room for 2 nights but only compensates for 1 nights lodging.
- Submits expense reports and makes check requests to the Area 15 Treasurer for monies and receipts.
- Has sign-up sheet available at each quarterly workshop for all attendees and district archives chairs. Uses this list as a contact email/mail list to send out Area 15 Archives committee minutes. Additionally, makes this list available to the archives chair for his/her email list.
- Take minutes during our Saturday Archives business meeting. Takes roll call and call on district chairs in order for them to present their reports.
- Gives financial report at the Area 15 General Service Business meeting held Sunday mornings at each Quarterly. If unable to do his, provides the report to the Area Archives chair so that the chair can give the report. The past area officers have made it known that they would like the Archives Treasurer to be there at the Sunday business meeting, but that is not in our current practices at this time. Therefore, it is not required if the chair agrees to give the report.
- Receive all incoming district archives reports from the archives reports from the Area 15 district archives chairs. It is suggested to send a reminder out 3 weeks after the Quarterly for all district archives chairs who have not yet emailed their reports to do so.
- Send out minutes approximately 30 and 45 days after Quarterly. If a district Archives chair does not have an email account, printed minutes will be available at the next Quarterly.

Note Regarding the Archive Minutes:

- 1) There is a specific format that has always been used. This current format requires you to be very advanced in using Microsoft Word. Within Word, all fonts are to be same; spacing the same, text boxes must be used.
- 2) If the Secretary is not experienced with this format or with Microsoft Word, they may choose to either have someone do their minutes for them, and then the secretary just emails the minutes out.
- 3) The Secretary can choose to change the format. However, spelling, grammar, and format needs to be in some type of current business format, and accurate. The minutes should be saved in Microsoft 1997-2003 or PDF format if possible, as these are most commonly used.

AREA 15 ARCHIVES POSITIONS ·QUALIFICATIONS/RESPONSIBILITIES

Area 15 Archivist:

- Suggested 5-years sobriety and past experience in district archives and/or familiar with archival methods and procedures.
- This position does not have a vote at area assemblies. This position will NOT be subject to the usual 2-year rotation. The position should be evaluated every four years. It is the shared experience not to rotate frequently since it takes a considerable length of time to get familiar with the material. Area books a room for 2 nights but only compensates for 1 one nights lodging.
- Has a willingness to acquire skills and information on archival procedures through education or consultation with other professionals in the field. Attends the National Archives Workshop if able to and is required to participate in the Florida A.A. Archives Workshop.
- Become familiar with the Area 15 "Current Practices" regarding area archives.
- The archivist serves Area 15 Archives by collecting, organizing, preserving and sharing important historical documents and artifacts relevant to Area 15.
- The archivist is responsible for both the physical and the intellectual integrity of the collection. It is important to ensure the privacy and protect the anonymity of members whose names are included in the collected documents.
- Determines which items have historical significance and are worth keeping, and which are of dubious value and should be brought to the archives committee for acceptance or rejection (examples can be found in the archives workbook).
- Will dedicate time necessary to transfer the minutes to digital formats. The original paper minutes will be preserved in accordance with current accepted archival practices.
- Bring copies of the minutes to each quarterly where they will be set-up in the archives display room. A representative sample of other material and artifacts will be arranged into a traveling display that can be brought to quarterlies and other area or district functions.
- Secures a place for the physical Area 15 Archives materials that is safe, climate controlled and accessible to Area 15 membership. Pays the storage facility each month, or up to six months ahead of time using the allotted budget.
- The archivist is also responsible to report regularly to the Area 15 Archives Committee about new material received and to give updates about ongoing projects at the archives.