

South Florida Area 15 Archives Committee
Archives Positions Qualifications and Responsibilities

Area 15 Archives Chairperson:

- Suggested five years of sobriety and experience as a District Archives Chairperson
- This position has a vote at the Area 15 business meeting. It is a rotating position with a two-year term of service. Area 15 books a room for two nights but only compensates for one night.
- Prepare and distribute the agenda for the Area 15 Archives Committee business meeting and workshop.
- Chair the Archives Committee business meeting.
- Hold an “open forum” or workshop after the Committee business meeting.
- Present a written report at the South Florida Area business meeting. This should include highlights of committee activities since the previous quarterly and conform to Area 15 report guidelines.
- Work closely with Area 15 Archives Secretary/Treasurer and Archivist.
- Attend the National A.A. Archives Workshop. Participates in the Florida A.A. Archives Workshop.
- Encourage all Area 15 District Archives Chairpersons to preserve the experience, history, and memorabilia of the fellowship within their district.
- Is familiar with GSO’s AA archives material. Direct others where to find these resources.
- Become familiar with Archives Committee current practices.
- Become familiar with the Area 15 Archives Mission Statement, Functions, and Collection and Preservation Guidelines.

Area 15 Archives Secretary/Treasurer:

- Suggested five years of sobriety and experience in district archives.
- This position does not have a vote at the South Florida business meeting. It is a rotating position with a two-year term of service. Area 15 books a room for two nights but only compensates for one night.
- Submit a quarterly expense report. Make check requests to the Area 15 Treasurer according to Area practice.
- Has sign-up sheet available at each Archives Committee meeting for District Archives Chairpersons and guests. Use this list as a contact list to send Area 15 Archives Committee minutes. Makes this list available to the Archives Chairperson.
- Take minutes during the Saturday Archives Committee meeting. Takes roll call and calls on District Archives Chairpersons in order, to present their reports.
- Present a written report at the South Florida Area business meeting. This should include year-to-date expenses for the previous quarter and conform to Area 15 report guidelines. If unable to do so, provide the report to the Area Archives Chairperson. Past area officers have suggested that the Archives Secretary/Treasurer attend the Sunday business meeting. At present, this is not required by Area 15 current practice.
- Receive reports from Area 15 District Archives Chairpersons. Send a reminder three weeks after the Archives Committee meeting to District Archives Chairpersons who have not yet submitted a report.
- Prepare typewritten minutes of each Area 15 Archives Committee meeting. Use of the Area 15 minutes format is suggested but not required.
- Send minutes approximately thirty to forty-five days after the Archives Committee meeting. If a District Archives Chairperson does not have an email account, make printed minutes available at the next Quarterly.
- Become familiar with Archives Committee current practices.
- Become familiar with the Area 15 Archives Mission Statement, Functions, and Collection and Preservation Guidelines.

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Area 15 Archivist:

- Suggested five years sobriety and experience with District archives and/or familiar with archival methods and procedures.
- This position does not have a vote at the South Florida business meeting. This position is subject to a two-year rotation. However, as it takes a considerable length of time to get familiar with the material, the Archivist may stand for a second or subsequent two-year term. Area 15 books a room for two nights but only compensates for one night.
- Present a written report at the Area 15 Archives Committee with updates on ongoing projects and new holdings.
- Acquire skill and information on archival procedures through education or consultation with professionals in the field. Attend the National A.A. Archives Workshop. Participate in the Florida A.A. Archives Workshop.
- Become familiar with Archives Committee current practices.
- Become familiar with the Area 15 Archives Mission Statement, Functions, and Collection and Preservation Guidelines.
- Acquire holdings using the Area 15 Archive Committee's Collection and Preservation Guidelines. Organize, preserve, and share items relevant to Area 15 using the Area 15 Archives Workbook, GSO's Archives Workbook, and other established archival methods.
- Maintain the physical and the intellectual integrity of the collection. Protect the anonymity of members whose names are found in the collection.
- Using the Archives Committee Collection and Preservation Guidelines, determine which holdings should be retained or brought to the Archives Committee for review and possible removal.
- Transfer the minutes to digital formats. Preserve paper minutes in accordance with current archival practices.
- Bring copies of the minutes to each quarterly for display in the archives display room. A representative sample of other holdings will be arranged into a traveling display that may be brought to quarterlies and other area or district functions.
- Secure a safe, climate-controlled storage facility for the Area 15 archival holdings. Pay the storage facility rent for up to one year using the allotted budget.