

**Position Description**  
**INDIANA AREA AL-ANON FAMILY GROUPS**

**POSITION NAME: Archives Coordinator**

**TERM LENGTH: Three Years (Beginning January 1, after election of Area Chairperson)**

**DESCRIPTION: An Al-Anon Member who has 3 current and consecutive years of Al-Anon participation and is not also a member of Alcoholics Anonymous. The Archives Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative. The Archives Coordinator is appointed by the Area Chairperson.**

**RESPONSIBILITIES:**

- Attends all AWSC meetings and Area Assemblies.
- Provides an archive display for all Area Conventions and Assemblies.
- Attends Area Convention to be available for questions on archives display.
- Maintains an up to date inventory of items in the Area Archives.
- Provides inventory to Website Coordinator for posting on Area Website.
- Maintains and collects Area archival items.
- Promotes collection and interest of Area archival history.
- Participates in all position related communication from WSO.
- Provides report for each AWSC, Area Assembly, and *Lifelines* issues.
- Insures that archives have adequate and proper storage:
  - Storage
    - Rental – 5'x5' normal height ceiling (month to month rental fees preferred)
    - Home – closet in a larger room that can be locked or otherwise secured
  - Non-smoking environment
  - Must have climate control (air conditioning due to moisture issues)
  - Area with low risk of flood damage (preferably not a basement)
  - Adequate lighting or an outlet to use a lamp
  - Needs to have work area large enough to accommodate a folding table or other work surface
  - Easily accessible to Archives Coordinator
  - Insured (home owners or renters policy)
  - Obtains two keys if rental unit (extra key and storage address to Area Chair)

Approved 11/2016