



## Virginia Area Al-Anon Alateen Assembly, Inc.

### AREA JOB DESCRIPTION

**Approved:**

**Effective Date:**

**Position: AREA ARCHIVES COORDINATOR**

**Term: 3 years**

**Appointed by the Area Chairperson**

**Reviewed: January 2024**

#### **General Description:**

Archives Coordinator is appointed by the Chair and is primarily responsible for the collection, preservation and maintenance of memorabilia pertaining to the VA Area. In addition to archiving VA Area artifacts and documents, the Archives Coordinator serves as the Chair of the Group Services Action Committee. Expenses incurred by this position are covered in the Archives Coordinator's budget (reference VA Area Treasurer's Report for actual budget amount).

#### **Tasks:**

- Provide access to VA Area Archives as requested
- Assist in the education of all VA Area Al-Anon members in the rich history of the VA Area
- Assemble and provide displays of materials in the archives at Assemblies and/or special events
- Maintain the physical assets in the archives by storing artifacts, documents and photographs in appropriate binders and containers
- Inventory Area's collection and maintain accurate records
- Provide updates to Virginia Area Assembly on status of holdings
- Serve as Group Services Action Committee chair
- Back-up all VA Area archives computer files regularly
- Follow Area Archives Guidelines G-30 (attached to this position description)
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual

**Time:**

- Twice yearly Assemblies are two-day events
- Prepare for each Assembly: 6 – 8 hours each Assembly
- Twice yearly VAWSC Meetings are one-day events
- Prepare for each VAWSC Meeting: 6 – 8 hours each meeting
- Semi-annual Officers and Coordinators Meetings are one-day events
- Producing written reports: 1 – 2 hours per event
- Group Services Action Committee has actions that are worked between Assemblies – 10 hours

**Position Requirements and Desired/Helpful Skills:**

- Appreciation of the purpose and importance of the VA Area Archives
- Verbal and written communication skills
- Computer skills including the ability to maintain spreadsheets and/or databases and proficient in e-mail
- Word processing skills for producing written reports
- Proficiency in the use of e-mail for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO
- Sufficient storage space to store approximately 6-10 large containers
- Have a Service Sponsor