

B. ARCHIVES CHAIR: Like any other A.A. service, the primary purpose of those involved in archival work is to carry the message of Alcoholics Anonymous. Archives service work is more than mere custodial activity; it is the means by which we collect, preserve, and share the rich and meaningful heritage of our Fellowship. It is by the collection and sharing of these important historical elements that our collective gratitude for Alcoholics Anonymous is deepened.

QUALIFICATIONS:

- The archivist should have the space to store archival materials for the duration of their term.
- Suggested sobriety of 1 year

DUTIES:

- Obtain, read and use the Archives workbook from GSO
- Store collection of district 13 archive materials in a safe location
- Preserve, restore, identify and catalog all materials in district archives collection
- Develop, create, maintain and display (as requested) archives exhibit
- Keep an inventory of documents and exhibits. Make copies of collection items and submit to Area 24 Archivist
- Purchase supplies, as necessary, to properly maintain, store and exhibit archive materials – District 13 will reimburse for these expenses
- Maintain contact with the Area 24 archivist, serve on that committee and attend Archives workshops at the Spring and Fall conferences and Service Weekend
- Attend all District 13 meetings and provide a written report of Archives activities to District Secretary.