

NCWSA ARCHIVES COORDINATOR

Job Description

PURPOSE: To preserve the experience, history and memorabilia of the Al-Anon fellowship from the beginning movement, which spread to Northern California. The history should be preserved in such a way to be made available to the membership and the serious researcher within the framework of our Traditions for the unity and good of Al-Anon and Alateen as a whole.

DUTIES:

- To provide sufficient space to safely store the files. This can be done in the coordinator's home, or a protected rental space. The space should be in a smoke free, moisture free temperature controlled environment.
- Provide acid-free appropriate storage containers and file folders.
- Maintain up-to-date inventory of archives.
- Gather, organize, reserve and protect historical Al-Anon and Alateen group records and memorabilia, past and present by designated categories.
- Present and take Archives Display to NCWSC and NCWSA functions such as assemblies, conventions and conferences. This display could also be taken to other functions, such as, but not limited to an Alcoholics Anonymous Convention with Al-Anon/Alateen participation - UPON REQUEST.
- Prepare a mail-out display to be available to districts, upon request on a loan basis. Copies of archival material stamped 'Courtesy of NCWSA Archives' need not be returned.
- Assist NCWSA Officers in preserving the corporate records.
- Provide copies of requested information. Original files will not leave the archives storage space.
- Encourage and offer assistance to groups, districts and Information Services wishing to either start or improve their archives by providing archival suggested material and forms from the WSO Archives Committee.
- Assure that the Al-Anon tradition of anonymity is always kept in mind when making material regarding members, regardless of whether they are living or deceased
- Attend and provide a written report to NCWSC meetings, assemblies and other NCWSA functions.
- Write articles about NCSWSA history for the 12-STEPPER or other newsletters within NCWSA - UPON REQUEST.
- Give financial input to budget committee regarding the need for archival supplies, material or possible equipment.
- Prepare and present an Archives Workshop when requested.