

Archives Coordinator's JOB DESCRIPTION

Introduction: The elected officers and appointed coordinators (3-year term) of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold any office beyond the group level.

1. **ELIGIBILITY / QUALIFICATIONS** – Must be an active member in Al-Anon in CA(S) and have a love for the conception of Al-Anon and maintaining historical data for all that has made it successful in the SCWS area. Have working knowledge of the 12 Steps, Traditions and Concepts, current Service Manual and KBDM (Knowledge-Based Decision Making), with an understanding of the Area and World Service structure. Must keep executive confidentialities.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – To preserve the experience, history, and memorabilia of the Al-Anon fellowship from the beginning of the family movement in this Area. This history should be preserved so as to be available to the membership and the serious researcher, within the framework of our Traditions, for the good of Al-Anon as a whole. Assemble, maintain and store the historical artifacts for this World Service Area, some of which is scanned and stored electronically. Maintain and store the entire record of minutes dating back to 1960 (a legal 501(c)(3) requirement). Chair Longtimer's Gathering in last year of three-year term. Prepare and present written report for each quarterly SCWS meeting and email to Secretary and Bulletin Editor. Have traveling Archives available upon request for Districts within SCWS. Has voice and vote at Board and Committee Meetings.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** Ability to coordinate with others by phone, email and/or direct contact, ability to do simple presentations, multi-task various requests, adding items to large three ring binders, love of Archives. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer with Internet connection, email with attachments, word processing and spreadsheet software.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Between 2-25 hours per month which may include presenting information about Archives to District meetings. Additional hours/days needed in final year for planning the Longtimer's Gathering (3rd Sat of Oct). Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3rd Sat) and May, Nov Assembly (3rd Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS or TEAM event and support events of other coordinators. This is an appointed position for a three-year term. Additional time may be spent, if desired, collecting archive material (books, notes, photos, etc.) and written or recorded recollections from Longtime Al-Anon members. One Archives Coordinator collected written stories and recordings from Longtime members using a list of guideline questions, for possible publication.
7. **PREPARATION** – Meet with prior SCWS Archives Coordinator. Notebook with detailed procedures will be provided at Turnover Meeting. See WSO Guideline G-30 for details on creating this type of archive (written stories and recordings).
8. **TRAVEL** – May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.
9. **PAGE REFERENCES** – For other activities and details, see p. 72 under Area Coordinators and p. 162 under AWSC section of 2014-2017 *Service Manual*, and WSO Guideline: G-30. SCWS By-Laws p. 7.