

**TEXAS EAST AREA 53 ARCHIVIST  
JOB DESCRIPTION**

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

**PURPOSE:** *The purpose of an area archives is to preserve the experience, history and memorabilia of the Al-Anon fellowship from the beginning of the family movement in that locale. 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.*

**QUALIFICATIONS:** Regularly attends Al-Anon Meetings.

**VOTING QUALIFICATIONS:** Votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative.

**RESPONSIBILITIES:** *(Reference Al-Anon Guidelines Area Archives (G-30).*

- Maintain archives in the Climate controlled storage room for the Texas East Area Archives.
- Keep in contact with District Archivists.
- Send information to Districts.
- Write an archive article for each *Beacon* issue (4 issues a year) by the deadline
- Keep copies of *Beacon*, *Conference Summary* and the *Forum*.
- Organize and arrange archives for viewing at Area Meetings.
- Collect long timers and group history sheets.
- Look to the Past to Protect the Future.
- Turns in Area related expenses to the Area Treasurer within time frame requested by the Treasurer of the event (e.g., Assembly, AWSC, etc.)
- Articles in *The Beacon* can attract others to be interested in our past and where we come from. Communication creates interest.
- Need to create interest in your articles and displays at Area and District.