

Archive Coordinator:

1. Archive the following:
 - Minutes
 - Past motion log
 - Reports
 - WA Wonderings
 - Event Flyers
 - Outreach literature
 - Programs
 - Public Information
 - Photographs
 - Correspondence
 - Memorabilia
 - Artifacts
2. Works in coordination with the Custodial Archivist
3. An interest in the history of Al-Anon in WA Area and a desire to learn how this history can be used to enlighten our membership
4. Knowledge of or the willingness to learn about archival storage techniques, including electronic storage
5. Honor the anonymity of Al-Anon members as to our Traditions
6. Serve a three-year term after being appointed by WA Chair
7. Delegate tasks to trusted servants
8. Create a committee(s) to support the archives, call meetings and Set the agenda as needed.
9. Keep possession of the key to the archives
10. Prepare and deliver two reports per year to the assembly at pre-con and fall assembly.
11. Conduct archives research to provide background and history relevant to current issues as requested.
12. Conduct archives research requested by districts or committees who are preparing motions.
13. Be available to teach districts how to keep archives at the district level
14. Make records available and searchable on the Washington Al-Anon website.
15. Write articles for the Winter/Summer Washington Wanderings.
16. Collect The Forum issues that contain WA Area members articles
17. Serve as a link between the world service office and the local trusted servants.
18. Add Area historical documentation to the Area Web site
19. Ensure an adequate budget to achieve archival goals.

Both:

1. An interest in the history of Al-Anon in WA Area and a desire to learn how this history can be used to enlighten our membership
2. Knowledge of or the willingness to learn about archival storage techniques, including electronic storage
3. Organization skills for keeping good records
4. Honor the anonymity of Al-Anon members as to our Traditions
5. Serve a three-year term after being appointed by WA Chair

6. Delegate tasks to trusted servants
7. Create a committee(s) to support the archives, call meetings and Set the agenda as needed.
8. Keep possession of the key to the archives
9. Prepare and deliver two reports per year to the assembly at Pre-Conference and Fall Assembly.
10. Conduct archives research to provide background and history relevant to current issues as requested.
11. Conduct archives research requested by districts or committees who are preparing motions.
12. Be available to teach districts how to keep archives at the district level
13. Conduct interviews and maintain Conference Approved Literature with pioneer autographs that commemorate Washington area events or celebrations
14. Works in coordination with the Archives Coordinator
15. Works with Archive Coordinator to provide displays
16. Will communicate archival needs to the WA Area Archive Coordinator
17. Attend a minimum of one assembly per year by invitation
18. Support Districts in establishing Archives at the District level
19. Promote, protect, and preserve the collection of the WA Area AI-Anon Archives

Custodial archivist:

1. Works in coordination with the Archives Coordinator
2. Works with Archive Coordinator to provide displays
3. Will communicate archival needs to the WA Area Archive Coordinator
4. Attend a minimum of one assembly per year by invitation
5. Support Districts in establishing Archives at the District level
6. Contribute to the Book of remembrances of pioneers
7. Document search/post and date the master document inventory
8. Collect, arrange, and preserve archival materials related to Al-Anon/Alateen history
9. Keep the archival repository organized and accessible
10. Permit the archival material to be inspected, examined, or copied (except where copyrights apply) under supervision of any authorized person
11. Coordinates with the Archives Coordinator ensure an adequate budget to achieve archival goals.

Both:

20. An interest in the history of Al-Anon in WA Area and a desire to learn how this history can be used to enlighten our membership
21. Knowledge of or the willingness to learn about archival storage techniques, including electronic storage
22. Organization skills for keeping good records
23. Honor the anonymity of Al-Anon members as to our Traditions
24. Serve a three-year term after being appointed by WA Chair
25. Delegate tasks to trusted servants
26. Create a committee(s) to support the archives, call meetings and Set the agenda as needed.
27. Keep possession of the key to the archives
28. Prepare and deliver two reports per year to the assembly at Pre-Conference and Fall Assembly.
29. Conduct archives research to provide background and history relevant to current issues as requested.
30. Conduct archives research requested by districts or committees who are preparing motions.
31. Be available to teach districts how to keep archives at the district level
32. Conduct interviews and maintain Conference Approved Literature with pioneer autographs that commemorate Washington area events or celebrations
33. Works in coordination with the Archives Coordinator
34. Works with Archive Coordinator to provide displays
35. Will communicate archival needs to the WA Area Archive Coordinator
36. Attend a minimum of one assembly per year by invitation
37. Support Districts in establishing Archives at the District level
38. Promote, protect, and preserve the collection of the WA Area Al-Anon Archives