

BC/Yukon Area Archive Coordinator

Job Description

As a Member of Area World Service Committee

The Area World Service Committee is comprised of Area Officers, Area Coordinators, Al-Anon Information Service/Literature Depot Liaisons and District Representatives. The purpose of this committee is to plan for the general improvement of both the Assembly and the groups. The AWSC members meet between Assemblies to initiate projects, make recommendations to Assembly and plan the agenda for Assembly.

Area Coordinator General Responsibilities

Area Coordinators serve as a communication link between the WSO departments and trusted servants in the BC/Yukon area. Each coordinator is responsible for communicating with Al-Anon and Alateen members in BC/Yukon to inform members of available resources and encourage their use. They coordinate the activities of their assigned service area. Coordinators may also initiate activities to improve services to Assembly and groups. The Area Coordinator unifies the Al-Anon and/or Alateen special services for the Area. He/she works cooperatively with the Area Officers and members of the Area World Service Committee.

Interested applicants must submit a service resume to the BC/Yukon Area Chair requesting a specific position. BC/Yukon Area Coordinators are appointed by the Area Chair in consultation with Area Officers and are asked to serve for a 3 year term. They vote at Area World Service Committee Meetings, but not at Assembly unless they are also acting as a Group Representative.

General Qualifications

- An active member of Al-Anon who attends meetings on a regular basis and not also a member of Alcoholics Anonymous (Pg 163 *Al-Anon/Alateen Service Manual*)
- Able to attend AWSCM in May, Assembly in September and Officer/Coordinator meeting in January or February. (Up to one extra officer/coordinator meeting may be scheduled if required)
- Able to communicate effectively in English both verbally and in written form
- Familiar with Traditions and Concepts
- Aware of Area and World Service structure
- Willing to work cooperatively with members of the Area World Service Committee
- Internet and computer skills including MS Word and Excel
- Proficient use of e-mail is necessary
- Maintain a binder of pertinent information to pass along to next coordinator
- Able to lead by example (see leadership essay on page 199, *Al-Anon/Alateen Service Manual*)
- Have (or acquire) a current copy of the *Al-Anon/Alateen Service Manual* for reference

Purpose of Archive Coordinator:

- The BC/Yukon Area Archive Coordinator. (Guideline G-30) To preserve the past and to gather material/information of the present to enrich and enlighten our Area. Archives is stored at Central Services Office, 3680 E. Hastings St. Vancouver, B.C.

Specific Experience/Skills required:

- Computer (Word, Dropbox), Email experience
- Respond promptly to member requests for information
- Digitizing old material

Primary duties:

- Keep history material recorded (filed)
- Keep copies of AWSCM, Assembly and Officer/Coordinator minutes (file)
- Submit reports for the AWSCM and Assembly to the Bulletin
- Send monthly submissions to the Bulletin encouraging interest in the history
- Collect historical material from members and districts
- Encourage groups and members with 25+ years to fill out history or group information forms
- Attend 2 out-of-town Area meetings per year plus 1 officer/coordination meeting.
- Ability to transport Archives (binders, etc. as necessary)
- Keep record of expenses
- Website maintaining
- Checking email regularly and addressing requests
- Attend a function when asked (if possible). Always communicate with Chair and Delegate for authorization if there will be costs incurred.

Communication:With Groups/Districts

- Communicate any information relative to Archives from WSO via Bulletin reports and email.
- Respond to inquiries.

With Area

- Prepare an interim annual report for AWSCM for the April Bulletin and a full annual report in the August Bulletin for Assembly
- Prepare an Archive (history) submission monthly to pass on the history from our Archives

With WSO

- Review e-communication news from WSO with any Archival information
- (In the Future) Tele-Conference

Most communication is done by e-mail, but phone contact is also used

Time commitment:

Varies – depends on the incoming material and request. Reports – approximately 1 hour/month
Digitizing – biggest time commitment but try to keep it to about 6 hours a year
Emails – about a half hour per week

Further information is available in AI-Anon Guideline G-30