

Area Archives Coordinator

GENERAL DESCRIPTION:

The Area Archives Coordinator is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary) after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

- Attends Area Meetings and Assemblies;
- Participates in Teleconference Calls or other meetings as determined by the Area Chair.
- Appoints a committee, generally made up of an Archivist and long-time members whose objective is to collect and create an archival file of items that document and/or describe the history and activities of Al-Anon in Hawaii.
- Archives Coordinator conducts workshops by invitation and explains the importance preserving our Area Archives;
- Assists the Archivist and committee in locating and collecting missing archival material;
- Encourage Districts to have an archive position and to collect historical information and items. Examples would be flyers/programs of local events, group histories and individual histories;
- Coordinator will communicate with the Archivist and pass all applicable materials to the Archivist for preservation;
- When rotating out of office, help the incoming coordinator by sharing experience, records, information and other suggestions.

SKILLS NEEDED FOR POSITION:

- Possession of, knowledge of and capability to use the Al-Anon Service Manual;
- An interest in the history of Al-Anon in Hawaii and a desire to learn how this history can be used to enlighten our membership;
- Access to a computer with internet connectivity and the ability to use e-mail and applicable software;
- Sufficient time available to fulfill the responsibilities of the position;
- Written and oral communication skills.
- Computer capable to:
 - ◇ Prepare documents in MS Word, MS Excel and/or MS PowerPoint or other office suite software;
 - ◇ Create pdf documents for distribution to members and posting to yahoo e-group;
 - ◇ Make slide presentations.
- Ability to research and use internet capability:
- Conference calling
- Online meetings (Join.com, GotoMeeting, Webex, etc.)
- Yahoo Groups (for document sharing and email list)

Travel/Time Commitment:

- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in the first year of the panel;
- Attend all Area Assemblies, which are held twice per year for two days each. The Spring Assembly is traditionally held on O`ahu, and the Fall Assembly is traditionally held on a Neighbor Island;
- Participate in periodic Area Service Conference telephone conference calls to handle the affairs of the area between Assemblies.

REFERENCES:

- Al-Anon Guidelines: Area Archives (G-30)
- Hawaii Area World Service Policies and Procedures (Page 2, Coordinators);
- 2014-2017 Al-Anon Service Manual (Pages 65, 72, 131-132)
- Annual HAWSC Budget.

SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)

- Communicate with members of the panel between area meetings and assemblies;
- Bring questions/issues raised by members, GRs, and DRs as needed to the attention of the Area Assembly and Area Service Conference.
- Serve on Thought Forces, Task Forces or Selected Committees between Area Committee Meetings and Assemblies;

PROCESS USED: (if not already addressed in the specific guidelines above)

- Email for routine contact and reminders;
- Use conference call technology for group calls;
- Use online meeting technology to share documents. This is particularly helpful when working on task and thought force presentations.

HELPFUL HINTS: (things you learned along the way that might be helpful)

- Don't be afraid. Say yes to leadership opportunities;
- Consider appointing an archivist, who would , update, maintain and preserve the Area Archives and use the latest technology to pursue the Archives, prepare and display Archives at service functions (Area Assemblies, Roundups, and workshops by invitation) and write articles for the Area newsletter;
- Don't be afraid to stand for leadership opportunities.
- Ask for help when you need it.