## **Intergroup Archivist - Job Description**

The following are set out as ideal guidelines and should be considered in the context of an informed group conscience. Enthusiasm in Archives work is a pre-requisite. Historical AA knowledge is not. Nobody can be expected to have the understanding and skills for the job, right from the start. This is one reason why Archives is non-rotational, as it is a continuous learning exercise. Storage of materials should not be problematical; ways can be found of safely storing all materials if the issue is raised by the Intergroup Archivist, named in the AA Confidential Directory.

# **Initial requirements:**

* Ideally, have completed one or more posts at Intergroup
* Be prepared to make a long-term commitment to the post.
* Be prepared to learn archives skills and local AA history.
* Collect Intergroup minutes and other reports of Intergroup activity.
* Have working knowledge of AA Service Structure and Traditions
* Become a named person in the Confidential Directory.
* Use the Intergroup Archivist AA e-mail supplied by GSO.

# **After settled into the job:**

* Encourage enthusiasts to document history of their group.
* Liaise and co-operate with Regional Archivist on regular basis.
* Regularly report to I/G on work done or planned. (or just tell them who you are and what you are trying to do).
* Have working knowledge of the GB Archives Policy and Procedure document.
* Have working knowledge of the guide for Alcoholics Anonymous Great Britain Intergroup and Regional archivist
* Encourage others to keep memorabilia and paperwork.
* Set up an inventory of who is keeping what.

When confidence begins to grow through acquired knowledge and understanding:

* Turn information collected into another form, e.g. write 1 page history of prison service work from Intergroup prison reports.
* Gather from archives enthusiasts, a group of ‘like-minded’ people, to work on bigger projects e.g. history of Intergroup.
* Consider various forms of archival displays, and where could be used.

*“The main purpose of archive activity is to keep the record straight so that myth does not predominate”. – Bill W.*

*“We need to preserve the richness of our heritage to ensure the future”- Bill W.*

*“Whenever a society or civilisation perishes there is always one condition* present: *they forgot where they came from”. (Carl Sandburg)*

5-05-2023