**Regional Archivist - Job Description**

Archives activity differs from other areas of the Fellowship in that rotation of office is not considered desirable for the role of an archivist. The informal network of archivists within the Fellowship runs parallel to our service structure but is not part of it. Consequently, archivists have no voting rights at Intergroup or Regional level. Ideally, they should be appointed from the Region where they have served.

Ideally a Regional Archivist should:

* Have completed one or more posts within service at Region.
* Be willing to make a long-term commitment to the position.
* Be willing to develop the history of AA within the Region
* Encourage Intergroups to appoint archivists or to ask for volunteers to act as temporary contacts
* Raise the profile of ‘Archives’ within their Region and constituent I/G’s, and report regularly to the Regional Assembly
* Act as a channel of communication between the Archives Committee and I/G Archivists
* Maintain regular contact with our Fellowship Archivist
* Be willing to attend the annual network meeting of Archivists. Maintain (or create) an inventory of archival items within the Region and encourage each I/G archivist to do the same
* Develop a thorough working knowledge of the ‘Archives Policy and Procedures’ document for Alcoholics Anonymous (GB)
* Have a working knowledge of the 12 Traditions and the relationships that exist within our service structure
* Become a named person in the Confidential Directory.
* Use the Regional archivist AA e-mail supplied by GSO.

*“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)*

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