TERMS OF REFERENCE OF THE ARCHIVES SUB COMMITTEE

Updated May 2020

“Where any civilisation or society declines, one condition is present, they forgot where they

came from” (Carl Sandburg}

**Purpose**

The General Service Board (GSB) and Conference of AA GB reaffirm their commitment to

and support for archival activity as a vital and integral part of the healthy life and growth

of the Fellowship. The GSB recognises the urgent need for accurate records to be rescued,

retained, collated and used in a manner which dispels myth and allows the Fellowship to

reach a truer perspective, revealing our real heritage and ensuring our future.

The aims of the Sub Committee include implementation of Conference recommendations.

Further, and more specific, details may be found in the guiding document of the Archives Sub Committee such as Chapter eleven of *The AA service handbook for Great Britain*, the `Guide for Alcoholics Anonymous Great Britain Intergroups and regional archivists` and the Alcoholics Anonymous (GB) “Archives Policy and Procedures Manual.”

**Composition**

A GSB Sub Committee may comprise a minimum of four (4) and a maximum of eight (8) members and is chaired by a Board Trustee. This may vary from time to time, dependant on workload. The Archives Sub Committee will include the Fellowship Archivist.

The Archives Sub Committee may meet up to five (5) times annually, including an Annual

Archivists meeting. Meetings take place at the General Service Office (GSO) in York or online. GSB Sub Committees useaamail.org email address in order to preserve the confidentiality of their messages.

**QUALIFICATIONS AND TERMS OF REFERENCE**

An Archives Sub-Committee member should be active in AA service and shall have at least five years continuous sobriety at the time of application. All Sub Committee members with the exception of the Fellowship Archivist serve for a maximum of four consecutive years. Their details will be held at GSO.

A Sub Committee member may be re-appointed to Archives, or another GSB SubCommittee, provided it is more than a year since she/he has left the Archives SubCommittee and there is no other suitably qualified candidate.

If a member absents themselves from the Sub Committees’ active work or from three

consecutive meetings, without apology, they will be deemed to have resigned.

Vacancies will be determined by the Trustee and advertised in AA Service News and on the

AA GB website, ensuring the best use of resources. The closing date will be at least three weeks before a scheduled Nominations Committee (NOMs) meeting.

**STRUCTURE**

Minutes of each meeting are to be made available to GSO, York, for distribution to all GSB Trustees

as soon as possible after each meeting.

Any projects should be described in full (including risk assessment) and presented to the GSB for

approval. An annual budget will be prepared for GSB approval at its September meeting.

All reasonable expenses should have the approval of the sub-committee chair and be claimed, via GSO, as soon as possible after any meeting using the claims forms provided. All receipts should also be attached for auditing purposes.

Members of the Executive Committee of the GSB and the General Secretary may attend any meeting, as may Trustees from other disciplines – subject to invitation and GSB approval.

5-05-2023