



NORTH CAROLINA / BERMUDA AFG, INC. AREA WORLD SERVICE COMMITTEE

Area Archivist

The Area Archivist is appointed by the Area Chairperson to serve a three-year term but may be appointed to a subsequent term(s) if willing to serve multiple terms.

Area Archivist Duties

- The Area Archivist maintains an archive of all AWSC and Assembly information, as well as various historical materials, including:
 - Group History forms
 - Photographs of Area Assemblies, Conventions and other important events
 - Editions of area newsletters
 - Scrapbooks of newspaper clippings, photos, etc.
 - Memorabilia, souvenirs
 - Listings of current and prior AWSC panels
 - Area minutes and motions, including AWSC meetings and Assemblies
 - Items with original autographs by Lois W., Harriet, or Bill W.
 - Audio archive
 - Programs and speaker tapes and/or CDs of past Convention
- The Area Archivist requests group history information from all groups.

Area World Service Committee (AWSC)

- The Area Archivist has voice and vote on the AWSC.
- The Area Archivist's expenses for transportation, meals, hotel and required supplies are reimbursed through the Area Treasury.
- The Area Archivist has a budget to purchase supplies and materials needed to maintain Area Archives. The cost of storage for the Archives and supplies will be paid by the Area Treasurer.
- The Area Archivist prepares a report for each AWSC meeting and e-mails it to the Area Secretary at least one (1) week prior to the meeting.
- The Area Archivist prepares (in July or according to the Area Treasurer's schedule) a list of anticipated expenses for the upcoming budget year.
- The Area Archivist has access to an email account for AWSC communications.
- The Area Archivist regularly checks the Area generic email account or arranges to have these emails forwarded to a personal account.

Area Assembly

- The Area Archivist has voice at the Area Assembly.
- The Area Archivist's expenses related to printing of a report, transportation, meals, hotel and required supplies are reimbursed through the Area Treasury.
- The Area Archivist prepares a report for the Area Assembly and e-mails it to the Area Secretary by one (1) week after the Assembly.
- The Area Archivist prepares an archival display for each Assembly.

WSO

- The Archivist reviews information posted on AFGConnects website for Archivists.

Area Archivist Equipment

- Two (2) portable hard drives, four (4) thumb drives and various electronic media.
- Various file cabinets and container tubs.

Location of storage unit

- Unit L771
- Cardinal Self Storage
- 513 S. Main St.
- Graham, NC 27253
- 336-222-1198
- The Area Treasurer has the code to get into the building and to open the lock on the storage unit.
- The lock belongs to us.