

# ARCHIVIST

## **Seta Archivist Duties and Responsibilities**

- Record and maintain the documents and records of the Area, including oral & group histories.
- Seek records and artifacts, including literature and audio recordings, by means of donations from members & relatives – anything pertaining to SETA history.
- Organize the archives collection as an Area resource, making information accessible in a timely manner.
- Submit written items of interest to the Area Newsletter to include district newsletters.
- Support the Archives Committee in defining and developing policies directly related to its work as a standing committee.
- Networking with Archivists in other Areas and GSO.
- Educate the fellowship in the Area about the importance of preserving the Area's history.

## **Role of the Archivist from the Archivist Workbook produced by GSO**

### ***Who Should Be Selected as Archivist?***

Archivists are selected in different ways throughout the areas. Some are elected by the area assembly, some are appointed by the area committee or by the area's archives committee. It is a shared experience not to rotate frequently since it takes a considerable length of time to get familiar with the material.

Archivists are usually AA members, and areas may differ in sobriety requirements, the right to vote in assemblies and the length of time before rotation.

The archivist is the focal point of the collection, determining on one hand what to include in the collection, and on the other hand working towards making the collected material available to the greatest extent possible to members of our Fellowship and those in the public realm with a valid interest in A.A.

- The archivist collects, organizes, and preserves material of historical interest. Typically the archivist selects a representative sample of the collection and arranges those into a travelling display.
- The archivist is responsible for both the physical and intellectual integrity of the collection. It is important to ensure the privacy and protect the anonymity of members whose names are included in the collected documents.
- The archivist is also responsible to report regularly to the area committee or, if it exists, the area archives committee, about new material received and to give updates about ongoing projects.