

PROPOSED GUIDELINES CHANGES TO BE VOTED ON AT FALL ASSEMBLY, 2009

Current language regarding the Area Archivist would be deleted in its entirety and replaced with the following in accordance with the Area's previous vote:

4.1 Archives

(A) Area Archives Chairperson - The Area Archives Standing Committee Chairperson coordinates the Area Archives Committee, which is comprised of the District Archives Committee members and interested members of A.A. The function of the Archives Committee is to provide information to the Area about the Area Archives Collection. The Area Archives Chairperson:

1. Coordinates the Archives Committee.
2. Provides information from the G.S.O. archivist to the Area.
3. Encourages and supports Districts in their Archive activities.
4. Attends all Area Assemblies, Workshops, and Committee Meetings and chairs Archive round-tables at Assemblies.
5. Attends the National Archives Workshop during the first (odd) year of their term.
6. Assists and conveys items and information to the Repository Archivist.
7. Provides a written inventory of all Area property held by the Archives Standing Chairperson and the Repository Archivist to the Alternate Delegate each December at the Pass the Gavel or the Area Inventory Meeting.

(B) Area Repository Archivist - As a non-voting member of the Area Committee the Area Repository Archivist may serve for an unlimited succession of terms, but shall be subject to review and approval every two years at the Area Fall Election Assembly. The Repository Archivist is responsible for the care and maintenance of the Area Archives and is the focal point of the Area Archives. Their experience allows them to determine which material is appropriate for collection. The Repository Archivist has the unique responsibility to provide direction and experience for the districts and groups. Their knowledge of A.A. Archive's procedures, techniques and policies coupled with Area guidelines and conscience allows the Repository Archivist to organize the material for the best possible use and benefit of the fellowship. The Archivist is familiar with preservation techniques regarding documents and books. The vision of the Archives is to provide the opportunity for the greatest number to become aware of the archives and the importance of maintaining and growing the archives. The Repository Archivist:

1. Maintains and expands the archives using approved practices and following Archive Guidelines.
2. Attends and provides an Archives display at all Area Assemblies and by request at Area Workshops and other A.A. service events upon reasonable prior notification.
3. Is the focal person for collections, gathers tapes and transcripts of 'long-timers', determines appropriateness of material, solicits contributions of new material, distributes Acknowledgement of Receipt and protects the anonymity of the members.

4. Is responsible for preservation of material, monitors GSO guidelines for updates and changes, learns and applies preservation techniques, networks with other archivists concerning new techniques and extends this knowledge whenever possible through committees.
5. Attends National Archives Workshop during the second (even) year of each Panel.
6. Organizes material by maintaining an inventory of current material including new additions, protects anonymity of A. A. members at all times, identifies meeting records, tapes and minutes for verification, creates traveling displays for events and creates displays for long-term viewing at A. A. locations.
7. Reviews and updates procedures and maintains overall responsibility to protect the anonymity of members.
8. Provides a written inventory of the entire repository and any other Area property to the Area Archives Standing Chair to be given to the Alternate Delegate each December at the Pass the Gavel or the Area Inventory Meeting. Also maintains Area Repository Archive inventory program.

Additional change due to the Archive position changes:

Section 1.1 Area Committee Members, add Archives to the list of Chairpersons of Assembly Standing Committees

Additions regarding translations – The Guidelines Review Committee was asked to consider adding language regarding translators to the event planning section to be sure we are filling the need to have translators when needed, if at all possible. In that regard we recommend the following:

Under 4.3 Communications, item c3 add: “Communicates information/needs to the Assembly/Agenda Chair.” New paragraph would read:

- (3) The Translation Committee will work with the Spanish speaking district and the host committees in providing English-Spanish translators at Area Assemblies. Additionally, translators will be provided at other Area functions if requested by the Spanish speaking members. *Communicates information/needs to the Assembly/Agenda Chair.*

Under Appendix C, “Utah Area Assembly/Workshop Guidelines, add subsection:

“Translation Hosting District is responsible to coordinate with the Linguistic District(s) to insure that translation needs are met.”

Appendix C under A.A. Activity Planning Schedule/Checklist, 2 weeks before, add bullet point:

Confirm Linguistic District’s translation needs