

Motion by the Group Services Committee presented to the NHAA District 12 Assembly on 21-February- 2010:

Moved that the following description of the Records Chairman and Committee and description of the District Archivist be approved by the District Assembly to replace, in whole, the section of the District 12 Service Manual Version 3.1(31-Jan-2010), Responsibilities and Guidelines section, entitled "District Archivist".

Records Chairman and Committee

The District records committee is responsible for the general collection and organization of materials relating to the on-going operation of District 12 and the history of the district and its member groups. Examples of materials to be stored and managed include, but are not limited to

- District publications
- Minutes of the assembly and standing committees, provided to the committee by the District Secretary and the chairs of the standing committees.
- Copies of motions and actions presented to the Assembly (whether approved or not)
- Digital or audio media recordings of the assembly or standing committees
- Copies of standing committee and officer's reports
- History's of groups and records of historical interest which are either collected by the committee and its members, or which are presented to the committee.

The committee is responsible for

- Determining the storage methods and location
 - Indexing and retrieving materials as requested
 - Providing storage & retrieval of records for other committees
 - Providing an index of materials which can be browsed by interested parties.
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The committee consists of a

- Chairman who oversees the work of the committee and is the primary interface to the District Assembly
- The current District Registrar
- The current District Archivist
- Any AA from District 12 who is willing to commit to working on the committee and who has an interest in this aspect of service.

The Committee Chairman is limited to a single 2 year term, as described in Article 7 of the District 12 Charter. The Chairman is expected to present a quarterly report to the district and reports on specific topics as requested by the Assembly and/or Officers.

Regular contact with the NHAA Area 43 Archivist and/or Records Chairman is recommended but not mandated.

District Archivist

The District Archivist is a member of the District 12 Records Committee.

The Archivist is the person who is primarily responsible for the technical aspects of storing and retrieving the archival materials which are given to the Records committee for safe keeping.

It is expected that the archivist will maintain the physical material in good condition and take actions to ensure its long term survival for future generations of alcoholics.

The archivist will be expected to advise the committee on compliance with AA guidelines with respect to anonymity and the storage of such materials.

The Archivist is appointed by the Records Chairman with the advice and consent of the District Assembly. There is no inherent term limit set on the District Archivist position, however they hold this position at the pleasure of the records chair and can be asked to step down by the chairman at any time for sufficient cause.

Regular contact with the NHAA Area 43 Archivist is recommended but not mandated.