

ARCHIVES SUBCOMMITTEE GUIDELINES

A. PURPOSE

To preserve Narcotics Anonymous items of historical significance, and particularly preserving the history of NA in West Tennessee.

B. FUNCTIONS

1. To maintain a google drive of digital copies of the archives, including but not limited to Area minutes including treasurer's reports, copies of guidelines and other items of significance.
2. To show area archives at area or regional activities, if possible, when requested, i.e. Anniversary of NA in Memphis, VRC when it is in Memphis.
3. To preserve the history of NA in the West Tennessee Area.

C. GENERAL DUTIES AND RESPONSIBILITIES FOR ALL ARCHIVES SUBCOMMITTEE MEMBERS

1. Must have desire to preserve Narcotics Anonymous items of historical significance and particularly preserving the history of NA in West Tennessee.
2. Archive Committee Members or Safety deposit key holders are not to 'loan out' or dispose of any portion of the area's archives without first getting permission from the Area.
3. Attend all subcommittee meetings.

D. COMMITTEE MEMBERS

1. Chair (Elected by the groups via the GSR at the Area Meeting)
 - a. Duties and responsibilities
 - i. Minimum of five years of continuous abstinence from all drugs.
 - ii. Two-year term.
 - iii. Must have service experience.
 - iv. Attend monthly area service committee meeting.
 - v. Schedule regular subcommittee meetings (at least bi-monthly) and inform subcommittee members and the area when and where the meetings will be held.
 - vi. Be one of three co-signers of safe deposit box(es). Others to include 2 of the following: Archives vice chair, area chair, area vice chair and area treasurer.
 - vii. Shall respond in a timely manner (by the following area) to all requests for retrieval of such items by the area and is encouraged to display items at events such as the annual anniversary of NA in Memphis and when the VRC is in Memphis.
 - viii. Will turn the up-to-date detailed archives inventory list into the Area yearly.

- ix. Is encouraged to scan items of significant historical interest and post these items on the Area website with area funds approval prior to scanning.
- x. At the end of the chair's term, the chair will give items to the ~~archivist~~ Archives Subcommittee Chair to be incorporated into the area's archives...Items to be included are area minutes, copies of CAR reports electronic or paper copies). Also, to be included are new editions of the basic text as they are printed. Additionally, the subcommittees are encouraged to include in the areas archives any items they deem might one day be of historical significance...copies of newsletters, minutes of subcommittee meetings, handbooks, etc.

2. Vice Chair

- a. Duties and Responsibilities
 - i. Minimum of four years of continuous abstinence from all drugs.
 - ii. Two-year term.
 - iii. Assume duties of Chair in his or her absence, i.e., attend area when chair cannot attend. Willing to be nominated for chair when the chair's term is up.
 - iv. Keep archives subcommittee google drive organized.
 - v. Shall maintain a detailed up-to-date inventory list of stored items that have been deemed of historical interest to the West Tennessee Area.

3. Secretary

- a. Duties and Responsibilities
 - i. Minimum of three years of continuous abstinence from all drugs.
 - ii. Two-year term.
 - iii. Keep minutes of Archives Subcommittee meetings.

4. General Member

- a. Duties and Responsibilities
 - See above under general requirements for members.

E. ELECTION OF OFFICERS

- 1. Nominations in September
- 2. Elections in October

F. VOTING PROCEDURE

- 1. Voting members shall be members of the Archives subcommittee who have participated in at least one prior meeting within the last three months.
- 2. When a motion is made, floor is opened for discussion, including pros and cons. Everyone is given the opportunity to speak.
- 3. 2/3 majority required to pass a motion.