

JOB DUTIES
Archives Chair of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To ensure the preservation of CAIG's history

Job Duties

- Select samples of the collection & arrange them in a traveling display (As needed)
- Responsible for the physical & intellectual integrity of the collection
- Ensure the privacy & anonymity of members whose names appear in the collected documents
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)
- Travel to different meeting to share & collect historic materials (As needed)
- Solicit group histories from CAIG Home Groups