Edinburgh and Midlothian Intergroup
Service Role Descriptions

INTERGROUP ARCHIVIST

Purpose of the Role

The Archivist preserves, organises, and safeguards Intergroup's historical records, documents, and artefacts. The role ensures that AA's local history is maintained for future members and that archival material is stored responsibly and securely. *"The Intergroup Archivist plays a key service role… so that the Intergroup can continue to support the carrying of the AA message."*

Term: Typically a three-year term, confirmed by Intergroup.

Qualifying Requirements

- **Active AA Membership** with interest in AA history and service.
- **Minimum two years' continuous sobriety**.
- **Organisational skills** for cataloguing and maintaining records.
- **Respect for confidentiality** and AA's Traditions.

Key Responsibilities

Preservation of Intergroup Archives
Collect, organise, and preserve Intergroup minutes, correspondence, service documents, event materials, and historical artefacts.

Cataloguing and Record Management
Maintain an organised system for storing and retrieving archival materials. Ensure records are kept securely and appropriately.

Historical Research and Support
Assist Intergroup and groups with historical enquiries. Provide context for AA anniversaries, events, or service discussions when requested.

Digital Archiving
Where appropriate, digitise documents for preservation and ease of access, ensuring secure storage and adherence to anonymity principles.

Coordination with Region and GSO Archives
Share relevant historical material and follow AA GB archival guidance. Maintain awareness of national archival standards.

Reporting to Intergroup
Provide updates on archival projects, preservation needs, and significant historical findings.

Continuity of Service
Ensure a clear handover of catalogues, storage systems, and digital files to the incoming Archivist.

Notes

The Archivist plays a key role in preserving AA's local history so future members can understand how the fellowship has grown and served the community.