

**Southern Alberta Area of Cocaine Anonymous  
SABA C.A.**

# **SERVICE GUIDE**



# **ARCHIVES CHAIR**

## **Requirements**

Two years continuous sobriety  
One year of active service in C.A.

## **Term**

Two year commitment

## **Attendance**

- In order to maintain one's service position one must not miss two (2) consecutive SABA meetings (or more than 25% of the meetings in one's term) and must submit one's written report regardless of attendance/absence
- Attendance is defined as being physically present at the SABA business meeting with a written report ready to be given to the SABA body
- Defaulting on attendance requirements will result in dismissal from one's service position

## **Responsibilities**

- Provides report at SABA meetings bi-annually and if/when anything significant occurs
- Teaches the roles and responsibilities required of chairing the Archives Committee to the Alternate Chair
- The Chair works in cooperation with the Alternate Chair to fulfill the duties listed below:
  - Collection of materials from SABA C.A. events
  - Organization and categorization
  - Copying and preservation
  - Secure physical and electronic storage of all SABA C.A.'s historically valued documentation and memorabilia
  - Create and maintain a catalogue accessible by the fellowship of all archived materials
  - Upload electronic files representing SABA archived inventory to Cocaine Anonymous World Services (CAWS) Archives subcommittee through the Cocaine Anonymous "Virtual Museum"

*The information contained within this Service Guide is derived from the CAWS "World Service Manual" and the SABA "Structure, Bylaws, and Standing Rules". This Service Guide is intended for Southern Alberta Area-level service members. Districts and Groups are at liberty to use this Service Guide or adapt it as they see fit, but they are not obligated to use this Service Guide as each level of service is considered autonomous.*

## **Helpful Resources**

- CAWS Guidelines for Archives

<https://ca.org/content/uploads/2015/07/CAWS-Archives-Guidelines.pdf>

*The CAWS Guidelines for Archives are also available on the Google Group mentioned below*

- Cocaine Anonymous “Virtual Museum”

<https://cawsarchives.org/>

- SABA C.A. Google Group, accessed through the archives chair’s designated email:

[sabaca.archives@gmail.com](mailto:sabaca.archives@gmail.com)

*In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.*