

## DRAFT FOR REVIEW

### Northern California District 14 AFG Incorporated Guidelines May 2025

## Archives Coordinator

### **Eligibility**

- Elected by District 14 for a three-year term or until the end of the current panel.

### **General duties**

- The Coordinator or Alternate shall attend District 14 Monthly Meetings and report on current activities.
- Report all expenses to the Treasurer within 90 days with receipts for expenditures. They will also report contributions with a written record of all contributions.
- The Coordinator has the right to form a committee to assist in carrying out the functions of the Coordinator.
- The Coordinator or Alternate shall attend the budget meeting and submit a request to the Treasurer.

### **Specific duties**

1. Collect and sort through archives and neatly devise a system to maintain and retrieve materials and records, using Starter Kit available. (There are currently 2 boxes of materials)

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