



Greater Office of Baronial Arts & Sciences Officer

Role: The A&S Officer is tasked with encouraging the arts and sciences in the Barony through classes, workshops, informal gatherings and competitions.

Requirements: Being an officer is not just fun, it is a service to your group in the SCA.

There are certain requirements and regulations that you must abide by, to keep our King & Queen / Baron & Baroness and the one up officers informed about what is occurring throughout Lochac.

As an officer, you are required to have a current SCAA membership, to be at least 18 years of age.

To be warranted (2 years, with a maximum of 4 years in exceptional circumstances).

To send QUARTERLY reports to the one up officer by the date required

Follow the proper process for appointing your replacement, and conduct a good handover.

If you do not comply with the above, you can be suspended from your Office.

In turn, this could put your group in abeyance, so as an Officer, you are responsible for ensuring you do the above.

As a Local Officer, it is recommended you ask the Kingdom Officer for help if you need it.

Advertise for a successor 18 months after you take over. This gives you six months to find one.

Have other deputies as required to help you with your duties – preferably a drop-dead deputy too.

Membership in the A&S officers email list, if you have email.

Workload: Encourage and organize A&S workshops and competitions in the Barony.

Get reports from workshops and events in the Barony that hold an A&S competition (for quarterly reporting purposes). Send quarterly reports to Kingdom A&S Minister. Run or organize someone to run the Kingdom Arts and Sciences competitions IF the Kingdom Coronation or Crown Tourney is being held by the Barony AND the Kingdom A&S Minister cannot attend the event.

Reporting Channel: The A&S Officer is required to the Barony monthly via a written report.

Officer Reports must be made *prior* to the second Thursday of every month to ensure inclusion in the Baronial Agendum. Quarterly reports are made to the Kingdom Arts & Sciences Officer and copied to the Seneschal and B&B.

They must be made before the 15th day of the months of February, May, August, and November.

Resources: The Kingdom A&S Minister is always there to help.

The Lochac Arts & Sciences website: <http://www.sca.org.au/artsandsciences/>

The Lochac Arts & Sciences handbook [4th Edition](#) XXXIX (2012)

There is a Lochac A&S officers email list.

Last Updated: 3 February 2014