

Office of the Baronial Chatelaine

Role: The Chatelaine / Hospitaller is responsible for the encouragement and empowerment of newcomers in the group. This involves both actively chatting to interested people at public events, and fielding enquiries about the group from the Ynys Fawr website.

Often this role is separated into two distinct functions; Chatelaine and Gold Key.

The Chatelaine is also responsible for the housing and administration of the Baronial Hire Garb when there is no Gold Key Officer, though this may be delegated to a deputy. This involves loaning hire garb to newcomers and encouraging them to acquire or make their own clothing.

Requires: 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.

Have a sunny disposition, a positive outlook about the group, a willingness to chat to strangers.

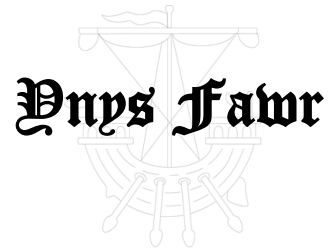
Some knowledge of the administration and culture of the Barony.

Workload: When there is no Gold Key officer appointed, it can be high immediately prior to an event, often with last-minute requests for hire garb. This can be managed by posting reminders about hire garb cut-off dates to the Ynys Fawr email list. For the Chatelaine specifically, workload is high at public displays and demos, otherwise runs at a low level all the time. Specific contact and educational projects for new people in the group constitute the greatest workload, which can represent intermediate to high workload depending on the project and perceived need.

The public workload involves being chatty and convivial to newcomers at events, checking they are comfortable, finding out about their particular interests, giving them leaflets and/or introduction cards and introducing them to other members of the group, etc.

Note: it is recommended that the Chatelaine's full contact details (telephone and email) be on all leaflets handed out; this may mean hand-writing it in on pre-printed blanks.

At demonstrations the workload can be quite high and involve many repetitive discussions with interested onlookers. One of the best ways to minimise the workload at musters is to appoint three or four assistants on the day to help.



Reporting Channel: The Chatelaine is a deputy to the Seneschal and reports 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 Chatelaine and copied to the Baronial Seneschal and B&B.

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

Resources:

Hospitaller / Chatelaine webpage and mailing list: <http://lochac.sca.org/hospitaller>

The Lochac [Chatelaines Handbook](#)

Newcomers section on the Ynys Fawr site: <http://ynysfawr.lochac.sca.org/home/newcomers/>