



## Greater Office of Baronial Chronicler

**Role:** The Chronicler is responsible for keeping the groups calendar up to date, uploading event information to the website, sourcing, cataloguing and uploading photo's, posting stories on the Baronies Blog as well as making quarterly reports to Kingdom.

**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 advanced computer skills esp. in desktop publishing (MS Publisher and Acrobat esp., but different tools may be used to achieve the same result)

To be organised and have the ability to organize others

Have regular access to web and email is absolutely essential.

**Workload:** Attend Baronial Meetings once a month, keep the groups calendar up to date, upload event information to the website where required, sourcing, cataloguing and uploading photo's, posting stories on the Baronies Blog. Approx. 4-6 hours a month including the Baronial Meeting.

**Reporting Channel:** The Chronicler sends a monthly written report to the Barony's Seneschal.

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 Baronial Seneschal and B&B.

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

**Resources:** The Kingdom Chronicler and the outgoing baronial Chronicler for a period of time.

Join the Chroniclers Mailing List <http://lochac.sca.org/mailman/listinfo/chroniclers>

**Website:** <http://lochac.sca.org/chronicler/>

A publishing policy document for SCA NZ has policy and guidelines for local publications, print and electronic: <http://sca.org.nz/publishingpolicy.php>