



## Greater Office of Baronial Reeve

**Role:** Record the financial information of the Barony and report to Kingdom.

**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).

A basic knowledge of accounting and a clean credit record (so you can be a signatory on the cheque account). Access to the internet and email a definite advantage. (If not essential!)

It is a requirement that if you are a reeve in Lochac, please [join the newsgroup](#).

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.

**Workload:** Varies, most of the year, very little, but during and just after major events, the workload will increase. Also regular attendance at and /or reporting to Council meeting.

**Reporting Channel:** The Reeve 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 Exchequer and copied to the Baronial Seneschal and B&B.

Report period	Report due
1 January – 31 March	30 April
1 April – 30 June	31 July
1 July – 30 September	31 October
1 October – 31 December	31 January     Australia Domesday Report



**Dnys Fawr**



## **Greater Office of Baronial Reeve** – Continued

**Resources:** Outgoing Reeve (for a while),

The Kingdom Exchequer, and the SCA. Treasurer

Exchequer website: <http://lochac.sca.org/exchequer>

[Lochac Reeve's Handbook](#). Currently in draft; your comments appreciated

SCA [Local Exchequer Handbook](#) (Customised for America)

The most up to date information for group Reeves can be found on the Lochac Exchequer wiki at:  
<http://lochac.sca.org/exchequer/wiki/doku.php?id=start>