

Office of Baronial Web Minister

Role: In charge of creating and updating Baronial Web pages as required, administration of the groups Facebook page/s and maintaining the groups calendar, generally keeping Baronial communications and information flowing smoothly.

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 your Barony and the Kingdom of 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 Kingdom Web Minister

To send a brief report to the Baronial Seneschal for inclusion in the monthly Baronial Council Meeting.

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 willingness to maintain the local web site, Facebook pages and Groups Calendar.

Most importantly, a good sense for both accretion and rapid turn around of useful information – it's THE most important part of the job!

Possess the technical skills necessary to maintain a web site, (It's not that hard on WordPress)

It is important to remember the web site represents the SCA as a whole. When designing a page, keep the ideals and tenets of the SCA in mind; courtesy, honour and chivalry.

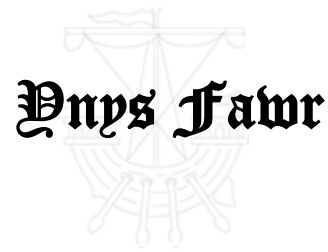
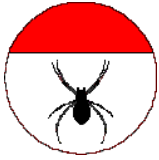
A good page supports the individuals who are viewing it. These people may be local members, SCA members from around the world, or non-members looking for more information about the Society.

Workload: Monthly updating of the Baronial Website and addition of new material as required.

Advising and assisting the Webwright for the Canton of Lightwood as required.

Providing user ID and password access to the Baronial website administrative interface and assisting Baronial officers in using the Baronial website administrative interface as required.

Maintaining the online administrative users guide when functional changes occur.



Office of Baronial Web Minister – Continued

Reporting Channel: The Web Minister is a deputy to the Seneschal, but must report to the Barony monthly at the Baronial Meeting via a written report.

Officer Reports must be made *prior* to the second Thursday of every month to ensure inclusion in the Baronial Agendum. Baronial meeting attendance encouraged.

Quarterly reports are made to the Kingdom Webminister 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: There is a Website maintenance document which holds the necessary information such as site structure notes, links, email addresses, passwords etc. Passed on to each Webwright along with the funny handshake. Keeping this document maintained is part of the job, but don't *ever* put it online!

The Lochac Web Ministers email: <http://lochac.sca.org/webwright/>

Subscription to the Web Minister mailing list: [Lochac Web Email List!](#)

Kingdom of Lochac [Web Ministers Handbook](#) - May 2012 (pdf)