



Office of the Baronial Gold Key

Role: Gold key is in charge of the things we loan out to newcomers; clothes, goblets and bowls

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.

Workload: Maintain Baronial Loaner garb and utensils etc. in a good condition.

Washing and repairing garb where necessary.

Where possible be available at events to hire garb to attendees when required.

Reporting Channel: The Gold Key Officer is a deputy to the Chatelaine 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 not required by Kingdom however an annual list of Garb and other utensils and equipment must be compiled for the Domesday Report and sent to the Baronial Seneschal.

Resources: The Baronial Seneschal and Chatelaine.