

Greater Office of Baronial Seneschal

Role: The Seneschal is the chief administrative officer of the Barony and is tasked with:

- Serving as the principal mundane legal representative of the SCA within the Barony
- Receiving reports from all other Officers on the status of their office
- Making quarterly reports to Kingdom on the status of the Barony
- Organizing and chairing monthly Council meetings
- Seeing that minutes are taken and published to the populace
- Coordinating and consulting with the Baron and Baroness of the running of the Barony
- Overseeing the day to day running of the mundane side of the Barony i.e. That offices are filled, that events are happening, that we are complying with mundane, SCA, Kingdom law in our activities.
- Moderating the Baronial mailing list.
- Dealing with grievances in compliance with the Grievance Procedure

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.

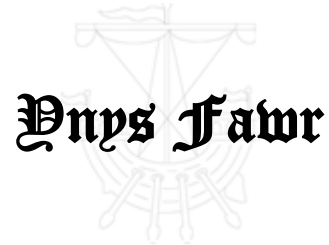
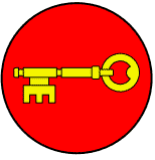
Have other deputies as required to help you with your duties – preferably a drop-dead deputy too.

Being organized and able to organize others

Having regular access to email is essential

Workload: The major workload is organizing the monthly council meetings, getting reports from Officers and New business from Members, writing up the minutes and emailing to the List, and making sure that important notices go out to the populace.

Seeking, encouraging and supporting Baronial officers and event Stewards, and conferring with the Baron and Baroness on their wishes regarding the running of the Barony are also important. Two to ten emails per day, plus about eight hours work a month, mostly around Baronial meetings.



Greater Office of Baronial Seneschal – Continued

Reporting Channel: Seneschals report to the Kingdom Seneschal every quarter by February the 28th, May the 31st, August the 31st, and November 30th, with a compilation of reports from the Baronial officers, via the on-line reporting form <http://www.sca.org.au/seneschal/database/report>, and verbally or by e-mail to the Baron and Baroness as required.

Regular attendance at council meetings and touching base with all officers is absolutely essential.

Resources: The Kingdom Seneschal's web site <http://www.sca.org.au/seneschal> in general has loads of resources for seneschals including links to forms, documents and Kingdom Law. There is a College of Seneschals mailing list for all seneschals in Lochac (low traffic, extremely helpful).

The Kingdoms Seneschals Handbook: <http://www.sca.org/docs/pdf/KingdomSeneschalHandbook.pdf>