Work your way through this to get up to speed with your Office, especially if your predecessor hasn’t had the opportunity to brief you.

- familiarise yourself with the Lochac Procedures Manual, the Code of Conduct, Kingdom Law and the Issue Resolution handbook
  Find these and many other useful resources at https://seneschal.lochac.sca.org/resources

- check your membership expiry date in Registry, renew as needed.
  After your appointment is confirmed, log in to Registry again and check you can see the Officer functions menu - then edit the My own warrant information so it’s how you’d like it

- read through the handbook for your office (if there is one)
  see Regnum for links to those: https://lochac.sca.org/regnum (click on the office name) or https://seneschal.lochac.sca.org/resources/#officer

- check that all documentation (digital or physical), archives, files and other assets have been handed over

- get the passwords to access any resources or accounts you'll need
  Ask your predecessor and your Seneschal. This includes things like Xero and Dropbox for Reeves, where personal accounts will be need to be created at handover.

- start the process to ensure you have access to bank accounts, where appropriate; and ensure that your predecessor’s access is revoked

- introduce yourself to the relevant group/s
  Kingdom/Barony/Canton etc, using all appropriate communication channels (eg Announce, group email list, Facebook, Discord, newsletter)

- find out who your "uplines" are for reporting, introduce yourself
  Typically your Seneschal plus the Officer in the same role in your parent group

- identify reporting deadlines;
  see https://seneschal.lochac.sca.org/reports/ - set early reminders as necessary

- ensure you are receiving Office-related emails ok
  See My own warrant above. Typically your public address is office@group.lochac.sca.org. If you need help in this area, do ask your Seneschal, Webwright or Masonry without delay.

- read through the past couple of Quarterly Reports or group minutes for your office
  Check for any related unfinished projects and also issues, ideas or successes

- talk to your Seneschal and former Officers to see what they think are the normal expectations for this office in this group, and what needs organising or improving
  This is especially important if you've taken up an abandoned or a brand new office, or if your predecessor is not responsive.

- appoint a drop-dead deputy; consider and/or appoint other deputies

- ensure related regalia has been handed over; check its condition or need for repairs
Additional Items for SCA Ltd Board or SCA NZ Committee Members

- ask if there is a job description or other document describing your new role
  If there isn’t one, ask “are you sure?”, then consider creating one if there really is none.

- familiarise yourself with meeting protocols
  e.g. how the agenda runs, how voting works

- ensure appropriate access for joining meetings
  e.g. Zoom; reserve/confirm availability for scheduled meetings

- familiarise yourself with the responsibility boundaries and interactions between SCA Ltd, SCANZ Inc, US BoD, Crown and Kingdom Seneschal
  See the precedence diagram, list and links on https://seneschal.lochac.sca.org/laws-of-lochac/ and develop a clear understanding of the difference between governance and operations, including in-game and out-of-game hierarchies.