



Kingdom of Lochac

Procedures Manual

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Introduction

This is a day-to-day guide for every Officer in the Kingdom, at every level. It provides more information regarding what is expected of an Officer, especially regarding appointments and reporting. It does not override mundane Law, SCA Ltd or SCA NZ policies, Corpora or Lochac Law. If in doubt, check that the listed sources agree with the Lochac Procedures Manual. If they do not, then the listed sources take precedence.

For a full list of the Precedence of Law in the Kingdom of Lochac see <https://seneschal.lochac.sca.org/laws-of-lochac>.

If you are unsure about any aspect of your role, see the Office Handover Checklist here: <https://seneschal.lochac.sca.org/handover>.

The First Responsibility of an Officer in Lochac

Your first responsibility is to be responsive. That includes to those contacting you for support and advice, those seeking reports and information, and those who have just reported to you, sent in a job application, or offered commentary on an applicant. All deserve a timely and meaningful response.

Where email is concerned, aim for **48-72 hours maximum** for at least a placeholder response. And then remember to follow up if a better response is required!

In Lochac, responsiveness to email is essential and will remain essential for the foreseeable future. This is true even if you do most of your regular communications via other channels*. Therefore, to maintain the target set above, you **must** be checking your "office" email account at least every couple of working days.

(*) **Instant messaging (IM) vs. email:** while very convenient, IM can have a serious impact on life/work/volunteering balance, "always on" (24/7) expectations, and stress levels - all of which in turn contribute to early burnout. It also tends to under-document discussions, creating no transferable record. When in doubt, favour email!

Types of Administrative Officers

There are three types of Administrative Officers:

1. Group Officers – these are split into Greater Officers and Lesser Officers
2. Deputies to Officers
3. Officers at Large

Group Officers

Greater Officers

- Seneschal
- Chancellor of the Exchequer/Reeve
- Herald
- Earl Marshal/Knight Marshal
- Arts & Sciences Minister
- Chronicler
- Chirurgeon
- Constable

Lesser Officers

Kingdom Seneschallate Lesser Officers (Under the Kingdom Seneschal)

- Provost of Scribes
- Kingdom Hospitaller
- Kingdom Web Minister
- Kingdom Historian
- Keeper of the Regalia

Group Seneschallate Lesser Officers

- Historian
- Hospitaller
- Web Minister

Of the other Group Officers who may exist, marshals are appointed by their parent group equivalent; others - such as lists officer, quartermaster, social media deputy etc. - are appointed by the group Seneschal in accordance with normal procedures.

The duties of Group Officers can be found in Kingdom Law, Corpora and the handbooks of the relevant office. Other roles in all areas and levels may exist as deputies to the relevant officer and will have roles and tenures as defined by that officer.

Required Group Officers

Kingdom or Principality (Corpora)

- Seneschal
- Chancellor of the Exchequer
- Herald
- Earl Marshal

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- Arts & Sciences Minister
- Chronicler

Note: for a Principality it is acceptable for an individual to hold more than one Principality office provided they are compatible (i.e. not Seneschal and Exchequer) and the workload is sustainable.

Barony or Province (Society Seneschals Handbook)

- Seneschal
- Reeve
- Herald
- Knight Marshal
- Arts and Sciences Minister
- Chronicler

All Other Groups (Corpora), excluding Hamlets

- Seneschal
- Reeve
- One of Knight Marshal, Arts and Sciences Minister or Herald

Hamlets

- no formal officers, but a “village leader” or headperson – see the New Groups Guide at <https://seneschal.lochac.sca.org/resources>

Eligibility for an Office

Basic requirements for all Officers:

- all officers must be members of the SCA
- all officers must be at least 18 years old
- while not required in law, all officers must have access to a good internet connection and be reliably responsive on email
- all officers must be willing and able to perform the duties of the office
- must not be on the list of Sanctions prohibiting the person from holding a specific Office.

Additional requirements for Kingdom Officers:

- Kingdom Greater Officers must also be willing and able to swear fealty to the Crown of Lochac (Lochac Law X.1.i)
- Kingdom Lesser Officers may pledge fealty to the current Crown
- applicants for Kingdom Offices must reside within Lochac and have resided within Lochac for 6 months prior to taking on a Kingdom Office (Lochac Law IV.6.iv).

Incompatible Offices:

No person may be appointed to any office that is not compatible with another they already hold, including:

- Seneschal and Reeve (SCA Ltd and SCA NZ Inc Financial Policies). These two officers should not share the same house (Society Seneschal Handbook)
- Landed Baron or Baroness and Reeve (Corpora V.B.4)
- Landed Baron or Baroness and Seneschal (Corpora V.B.4)
- Any two Kingdom Offices (Corpora VII.A for Greater Offices, Lochac Law IV.6.i for any Kingdom Office, with the exception that the Earl Marshal may also hold one or more of the Lesser Officers under their control)
- Kingdom Officer and any local Seneschal (Lochac Law IV.6.ii)
- Board/Committee Member and Seneschal, Reeve, or Kingdom Officer (Lochac Law IV.6.1 for Corporate Office and Kingdom Greater Office, SCA Ltd Policy and SCA NZ Inc Rules)
- SCA NZ Inc Committee Member and landed Baron or Baroness (SCA NZ Inc Rules)
- Reeve and upline Reeve/Exchequer (financial requirements)
- In general, it is undesirable for an officer to report to themselves, whether directly or indirectly (e.g. Canton Webwright via Baronial Webwright to themselves as Kingdom Webwright) - except temporarily while one or other role is being advertised.

Other Guidelines for Choosing Officers:

- Applicants for local group offices do *not* have to reside within the group they wish to serve, however distance may be considered a factor, particularly for a group Seneschal.
- All applicants should be given equal weight, including the incumbent deputy if there is one (Society Seneschals Handbook).
- Where possible, group offices should be spread out among the various subgroups, group factions and households (Society Seneschals Handbook).

Appointment Procedure

When to use this procedure:

Use this procedure when you need to appoint a replacement Greater or Lesser officer (as defined in Kingdom Law) at any level within the Kingdom other than Colleges. Such officers may optionally use it to appoint their deputies - the more formalised and long-standing the deputy role, the more they are encouraged to do so. **Hint:** Use the [Appointinator](#) to make the process as easy as possible.

A replacement officer may be needed when:

- an officer reaches the limit of their warrant (typically after two years), or
- an officer resigns, or
- an officer is forced to step down early

This process should begin at least two and up to six months before the position falls vacant. It is important to allow time for applications, the appointment process and to allow the new officer time to prepare for the office.

Colleges are exempt from this procedure

Colleges are exempt from this appointment procedure though they may choose to use it as a guideline. Colleges must follow the appointment procedures required by their university. It is recommended that where possible the university club officers double as the relevant SCA officer: President = Seneschal, Treasurer = Reeve, etc.

New college officers must make contact with the people they must report to as soon as they are appointed.

Who should use this procedure:

- Seneschals at all levels
- Upline officers
 - Branch officers with deputies
 - Baronial officers with cantons
 - Kingdom deputies
 - Greater Kingdom Officers

Before you begin:

Make sure that you identify and contact the relevant upline officer as they may want to run the process, with the support and advice of the previous officer and branch Seneschal. (See Appendix A - Who appoints who? for full details). If the upline officer chooses not to run the application process it then passes to the branch Seneschal, in consultation with the local officer due to be replaced. Please note that this doesn't alter the appointment authority, that remains unchanged, the upline officer selects the new officer.

Make sure that you have access to the relevant information for the role, such as a job description, including any requirements from:

- SCANZ and SCA Ltd
- Corpora
- Kingdom Law
- relevant officer handbooks at Society and Kingdom level

You should find it very useful to use the [Appointinator](#) system - accessible via your Registry login - to generate a draft advertisement and guide you through the entire appointment process.

Important notes:

The officer and their upline officer (see *Appendix A – Who appoints who?*) generally keep track of their term via the [Regnumator](#) system, but the branch Seneschal should also try to stay across this to avoid burning out of their team members.

Regardless of who triggers the process, the upline officer controls the appointment with the support and advice of the previous officer and branch Seneschal. For example, either of the latter may be using the [Appointinator](#) to help with the process and local communications but the upline will make the final decision. NB: “upline officer” does not go as far as Society (US) officers. While they may ratify certain Kingdom Officer appointments, they do not run any Lochac appointment processes themselves.

Tracking the process:

Include this progress indicator at the end of each related public email or post in this process - update it accordingly, showing the previous stages as completed. The [Appointinator](#) does this for you automatically.

New Officer Progress:

Applications Opened <<< we are here (closes DD/MM/YY)

Consideration Period

Shortlist for Commentary

Consultation Period

Notice to Candidates & Scheduling

Confirmation & Handover schedule

Applications open:

All advertising should reference the upline officer as the person seeking a new officer; however, the upline officer might choose to send correspondence via the branch Seneschal or outgoing officer to ensure best possible message distribution through local channels.

Advertise to the group concerned:

- Advertise Kingdom offices to the Kingdom in Pegasus and/or via the Announce email list.
- Other groups must advertise in
 - the group’s newsletter if they have one or
 - on their mailing list if they don’t

- You should also advertise on other relevant mailing lists, Facebook pages, and at meetings and events, but make sure you definitely use the most formal option the group has.

For example: The Barony of Ynys Fawr does not have a group newsletter, so all Baronial and Canton positions are advertised via the group's announcement list, Ynys Fawr Announce ynysfawr-announce@lochac.sca.org, and then at the group's Monthly Council Meeting, followed by the group's relevant Facebook pages.

Even in the best cases, this process takes time – advertising should begin at least 2 and up to 6 months before the position falls vacant. It is important to allow time for applications, the appointment process and to allow the new officer time to prepare for the office. Failure to advertise for a replacement is not grounds for an extension of warrant. You should look for a suitable replacement before considering a request for an extension.

Include a description of the position, where the applications should be directed to and the closing date for applications in the advertisement. You should also include any job requirements, and preferred skills (e.g. “Excel experience is valuable”, “Good communication skills and email availability a must”, etc.). Direct the applications to the upline officer, outgoing officer and the branch Seneschal. The draft advertisements provided by the [Appointinator](#) should cover these bases well but always review them to ensure they match current and local requirements.

Consideration period:

Consider all of the applications for the role, and remember that being the sole applicant is not an instant qualification. Seneschals and Reeves should verify that there are no relevant active administrative sanctions in place.

You may need to consult with other officers, depending on the branch type and the office – see *Appendix A* for more details. Applicants should be considered on their own merits and found acceptable prior to being shortlisted for commentary; if they aren't acceptable they should be informed as to why.

Shortlist for commentary:

You need to give an opportunity for public comment on all officer appointments before they are confirmed in order to fulfil Corpora's requirement that there isn't substantive opposition to an appointment.

The standard public comment period is two weeks, although this can be as short as a week, or longer if necessary.

If the new officer must take over before the commentary period is finished, then they can serve as the “Acting” officer until commentary is completed.

Send the candidate shortlist through the same channels that it was advertised. Ask that commentary is sent to the upline officer, outgoing officer and branch Seneschal.

Announcing the candidates:

The announcement should be in the following format:

THANK YOU to all those who expressed an interest in the position of (insert office position here).

The candidates listed below have been shortlisted for the position, and there is a two-week commentary period.

insert name(s) here : SCA title SCA name (mundane name)

If you have any comments or concerns regarding any of these candidates for this appointment, please send them in confidence to (insert email addresses for relevant officer or officers here) by the end of (insert date here).

Post it to the group concerned, using the same channels as the original advertisement. Note the confidentiality requirement for feedback. This also means not sharing commentary with candidates, except (and only if explicitly asked) in *very* general and - above all - non-identifiable terms.

Consultation period:

After the commentary period, you may need to consult with the relevant officers before making a final decision. **If contention or disagreement arises regarding an appointment, see *Appendix B, Disputed Succession of Office.***

Notice to Candidates & Scheduling:

Inform all of the candidates of the outcome. Work out a timeframe for passing the office between the outgoing officer and incoming officer, in consultation with the other relevant officers and the Baronage, as appropriate.

Where possible, all office changeovers should happen in court, but a position may be passed at a Council Meeting and then ratified formally in Court later. Groups that don't hold Court such as Shires and Cantons distant from their Baronage can choose to do a public appointment in whatever way is appropriate for their group.

Confirmation & Handover:

Advertise the confirmed appointment through the same channels that it was originally advertised. This announcement should clearly identify when the warrant starts, and how long it is for. *Also thank all those who applied for the position and those who commented on the applicants!*

Handover can happen up to six months after the confirmation is finalised, to allow time for training the new officer. During this time, the replacement officer is considered a deputy. This arrangement does not negate a warrant expiration date for the appointing officer – extensions will need to be applied for and are the exception.

As soon as a handover date is confirmed, the appointing officer must create a correctly-dated warrant record for the new officer in the [Regnumator](#) – this is generally done by updating the existing warrant, putting in the correct end date (even if it's in the future) and then using the Appoint a Successor button.

Conducting a good handover *really matters!* See the Office Handover Checklist here, *and also point the incoming officer at it:*

<https://seneschal.lochac.sca.org/handover>.

What happens next:

Advertise 2-6 months ahead of the end of your term, so that you have time to train the incoming officer. Where life and time permit, you can act as deputies to each other, i.e. the incoming officer may be your deputy initially, and when your warrant expires, you can become their deputy for a time, but this is entirely up to you and them. Their warrant formally starts when your warrant expires, regardless of any agreed deputising or training period.

Appoint a “drop-dead” deputy early in your term to take over if you need a break for some reason. Deputies are not a formal office-holder, so there are no specific procedures for selecting them - although you are welcome to use aspects of this procedure - but you should consider the suitability of any candidate before making a choice. Remember that this person may be acting in your stead when you can't do the job, and their performance may reflect on you! Former holders of the office can be a good choice here. Please see *Deputies to Group Officers* below for further details.

Related documents:

- [Corpora](#)
- [Kingdom Law](#)

Deputies to Group Officers

(“Drop Dead”) Deputy

Kingdom Officers are required to have a Drop Dead Deputy within 6 months of taking on office (Lochac Law IV.2.iv) – sooner is better. At group level, such deputies are required for the Seneschal and Reeve and strongly recommended for other Greater Officers. They should be willing and able to take over the office at short notice for up to several weeks. A past holder of the office would be a good choice.

If possible and acceptable to both parties, the outgoing officer should fill this role for the first few months of a new officer's term to provide back up and support as required.

The name and contact details for the Deputy should be included in reports and made known to the officers who would be involved in appointing someone to that office - these are the people who need to know who to call in an emergency. The best way to do this is to create a warrant record for the Deputy in the [Regnumator](#) - definitely do it for roles which *must* have Deputies: Kingdom Officers, Seneschals, Reeves.

The Deputy takes over the role of the office if an officer is unable to fulfil that office for more than one week. The Deputy does not become the new Officer - they become the Officer who runs the process to find a new person for the position. If they would like to apply for the position they are Acting in then their application, and all other applications for the position, must go to their uplines and to the relevant Baron and Baroness or Crown, if appropriate.

Officer Deputies

Officers at any level may appoint deputies as they see fit to assist them with their duties, provided they are otherwise qualified to fulfill the tasks assigned to them. With the exception of certain deputy positions defined here or in Kingdom Law, the duties and tenure of these deputies are whatever they agree upon with the appointing officer. Deputies serve at the pleasure of the officer who appointed them and may be removed at that officer's discretion.

The responsibility for the office remains with the appointing officer, regardless of who they delegate specific tasks to and for how long.

All deputies must comply with all SCA rules, membership and authorisation requirements that apply to their duties as a deputy.

If the Chancellor of the Exchequer is not resident in New Zealand then they must appoint a deputy who is resident in New Zealand, who is approved by the SCA NZ Inc Committee, for the administration and management of New Zealand based Kingdom accounts and groups. If the Exchequer is not resident in Australia then they must appoint a deputy who is resident in Australia, who is approved by the SCA Ltd Board, for the administration and management of the Australian based Kingdom accounts.

Officers at Large

These are people who are rostered or authorised by the SCA to perform the duties of a particular office at events but are not group officers. They may include:

- Marshals [Require authorisation]

- Chirurgeons [Require first aid certificates and must be approved by the Kingdom Chirurgeon].
- Heralds
- Constables
- List Keepers

Any people fulfilling these positions must be acceptable to the group Seneschal and to the Steward of the event.

Marshals and Chirurgeons at large are required to report incidents and injuries to the relevant Group Officer.

The duties of these officers are discussed in the handbooks of the relevant offices.

Appointment of At-Large Officers

Some officers need to be authorised or otherwise rostered to perform certain tasks at events. Anyone suitably qualified can, and should, be rostered by the appropriate officer with a note made of the date they were rostered and when their qualification/authorisation will expire if appropriate. For example, authorisation as a marshal will get you onto the marshallate roster. Expiry of an authorisation will get you removed.

Maintenance of Rosters

The appointing officer should record the following:

- SCA and mundane names
- Address
- Phone number
- E-mail address
- Group
- Date the office was taken on
- Date the term/authorisation will expire
- SCA membership number and exp. date
- Name of the officer they replace if applicable

All Group Officers are required to maintain records of their downline Group Officers and the At Large officers within their group as applicable. For downlines and deputies, a current [Regnumator](#) warrant record is sufficient. There isn't particular provision in the Regnumator for rostered At Large officers, such as authorised marshals, as these tend to be handled by other systems.

Removal of Officers

Group Officers

Standard Retirement

Most Group Officers will leave office when their term expires.

In Lochac, two years is the standard term for all Group Officers. Extensions may (or may not) be granted by the appointing officer, in consultation with the same people they would consult to make an appointment to that office. Extensions are rare.

No Kingdom Officer may serve for more than four years. It is recommended that no Officer of any group serve more than four years.

Sudden Vacancy

Officers may retire early for many reasons. Should an office fall vacant before a replacement can be appointed, the Deputy shall assume the duties of the Office. If there is no Deputy, then the group Seneschal shall assume the duties of the Office, unless it is the Reeve's office. If the Office of Reeve falls vacant without a Deputy in place then the group will be suspended until a replacement can be found.

Removal from Office

Occasionally an officer will need to be removed or suspended for other reasons.

Suspension or removal of an officer is never to be taken lightly. Nor should it be avoided if it is necessary.

Officers may be suspended by the Crown or an upline officer for just cause stated in writing to the officer. Suspensions by the Crown are for not more than the duration of the current reign. Suspensions by the superior officer are for not more than 90 days. A suspension takes effect upon declaration to the officer, but the Crown or the superior Officer must be informed as soon as possible. The suspension of a Kingdom Greater Officer must be announced in the next available issue of the Kingdom newsletter. The suspension stands until and unless overruled by the SCA Ltd Board or SCA NZ Inc Committee, according to the domicile of the Officer in question.

If a successor for the Office has been designated as Deputy, they shall automatically assume the full duties of the Office at the moment of such suspension and shall continue fulfilling said duties until the suspension is terminated. In the event of the suspension of an Officer during a succession process, the succession may take place only if process for appointment of the incoming Officer has already been completed except for the hand over. If the successor steps into the office early they are considered to be Acting in the Office until an announcement has been made formalising their position.

On suspension or removal of office where there is no approved successor, the Deputy is considered to be Acting in the position of an Officer, until the position is advertised and a person found to fill that Office position. If the Deputy applies for the position, applications for the position must go to the group Seneschal and the relevant upline and Kingdom Officer.

If, in the case of a sudden departure from office, no designated Deputy and no successor exists for the post, the Royalty and superior officer (if any) shall reach an agreement as to how to carry out the duties of the post. In the case of a Seneschal or Reeve suddenly departing their Office the group will be suspended until the Kingdom Seneschal along with the SCA Ltd Board or SCA NZ Inc Committee are able to put an appropriate Reeve or Seneschal in place.

Deputies

With the exception of certain deputy positions defined here or in Kingdom Law, deputies serve at the pleasure of the officer who appointed them and may be removed at that officer's pleasure for any reason or none without prejudice to either party.

At Large Officers

Expiry of authorisation or first aid certification or any other qualification required for the office automatically removes At Large Officers from roster for that office.

At Large Officers may be removed from the roster by any party who could have placed them on it.

Reporting

Group Officers

Timetable

The quarterly reporting schedule of all officers throughout the Kingdom is as laid out at <https://seneschal.lochac.sca.org/reports>. At the time of writing, this is:

- The Kingdom Seneschal shall report by the 1st of March, June, September, and December.
- The Kingdom Exchequer shall report quarterly as required by SCA Ltd and SCA NZ Inc, also taking into account the annual reporting dates specified in Article VII of the Kingdom laws.
- Other Kingdom Officers and Deputies shall report quarterly, by the 15th of February, May, August and November.
- Reeves shall send a report to the Chancellor of the Exchequer quarterly, by the 15th of January, April, July, and October.

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- Seneschals of Baronies and Shires shall report quarterly, by the 15th of February, May, August, and November.
- Other officers of Baronies and Shires shall report quarterly, by the 1st of February, May, August, and November.
- Seneschals of Incipient Groups, Colleges and Cantons shall report quarterly, by the 15th of January, April, July and October.
- Other officers of Incipient Groups, Colleges and Cantons shall report quarterly, by the 1st of January, April, July and October.

Officers must report to:

- Their upline
- Their group Seneschal
- The Crown (Kingdom Officers only)
- The Baron and Baroness (Baronial Officers only)

Officers should report to:

- Their downlines. Down the line reporting is *at least* as important as up the line reporting. People do not like to feel they are reporting to a vacuum. Please at least acknowledge receipt of reports. It takes almost no time and will improve the reporting of your downlines considerably. It is also very useful to take note of any particularly good or worrying things in officers' reports, respond to them directly, and relay them (de-identified of course, and with due consideration for sensitive issues or information) to the rest of the officers for their education.
- the College of Seneschals mailing list (Kingdom Officers only) – cos@lochac.sca.org. Most groups do not fill all offices. All groups have a Seneschal. This is one way to ensure that all groups hear about important changes, problems or innovations in your office.

Reports should include the details of the Officers for that office, including downline Group Officers and local At Large Officers if appropriate. They should also list the name and contact details for the Deputy for the office.

Missed Reports

Reminders should be given to Officers before their reports are due. Everyone forgets occasionally.

Late reports should be chased up in a friendly fashion to begin with, and reasonable excuses will usually be accepted.

Missed reports, i.e. a report not received before the person who should have received it is due to report, must be notified to the group Seneschal, or to the Baron and Baroness in the case of missed reports from Baronial Seneschals.

For groups over about 40 members, one missed quarterly report without reasonable excuse (preferably offered before the deadline) is grounds for removal from office. For smaller groups, two missed quarterly reports will be considered equivalent to resignation from office.

Repeated late reports may also be cause for suspension or removal of an officer.

Deputies

Deputies report (or not) at the pleasure of the officer who appointed them.

At Large Officers

At large officers are only required to report when:

- They are the Officer in Charge of an activity at an event (to the event steward and the relevant group Officer within a week of the event).
- They are the Officer in Charge of a regular Practice.
- If they are party to an incident that warrants emergency reporting (ASAP to the steward and the relevant group officer). This definitely includes any incident that involves calling emergency services to an event and may include other incidents as well. If in doubt, contact the steward and the relevant group officer and report if they ask you to.
- If they are specifically asked to report on a particular incident or event by an officer of the SCA (this includes event stewards).

Barons and Baronesses

It is the responsibility of the Crown to appoint and remove Barons and Baronesses from each of the Baronies of Lochac, in accordance with Lochac Law and Corpora.

Appointment and Removal

Barons and Baronesses are appointed in accordance with Corpora (V) and Article IV.7 of Kingdom Law.

A Baron and/or Baroness may be removed or suspended by the Crown.

A Baron and/or Baroness are automatically suspended from office while serving as King and/or Queen of Lochac.

A Baron and/or Baroness are automatically suspended from office should their memberships lapse.

Should the Baron and Baroness be suspended from office, their duties are partially performed by a Vicar, with the following limitations:

- A vicar may not hold court.
- A vicar may not issue awards.
- A vicar may not wear the Baronial regalia, but will usually hold it in safe keeping.

Reporting

Barons and Baronesses report to the Crown, and not to the Kingdom or any other Seneschal. Their reports are delivered in writing, and may be accompanied by a brief verbal outline in Court.

The reporting schedule for the Baronies of Lochac is contained in Lochac law. Internal reports on their activities to their group at group meetings are strongly encouraged.

Duties of Baron and Baroness vs. those of the Seneschal

Seneschal

- Be the chief administrator of the group, and the chief representative of the Kingdom Seneschal and mundane law within the group. The Seneschallate implements and interprets Kingdom Law.
- Send quarterly reports to the Kingdom Seneschal.
- Collect reports from the group officers.
- Handle Issue Resolution procedure, second and subsequent stages and take whatever other appropriate actions are needed to build and maintain a healthy, inclusive administrative culture.
- Represent the Kingdom Seneschal as the chief mundane legal representative and administrative officer of the group.
- Make final determinations as to the group's calendar of events. Liaise with the Seneschals of nearby groups to avoid major clashes between large events.
- Attend Baronial council and actively participate in the discussions there. Ensure that meeting minutes are recorded (preferably by another person), including all decisions of the meeting. Implement those decisions as required. The Seneschal is responsible for running the Baronial meeting, and so may appoint someone else to minute and/or chair the meeting as required - the Seneschal should not attempt to both chair and minute the meeting.
- Record and publish (as required) any administrative details as to the status of the group -- office changeovers, decisions of the Baronial council, etc.

Baron and Baroness

- Be the chief representative of the Crown within the group. The Crown makes decisions about Kingdom Law.
- Hold Court, distribute awards and receive award recommendations.
- Determine at which events Court will be held, and liaise with the event stewards as to timing and requirements for Court. Direct the group herald as to the requirements for heraldry in Court.
- Attend and observe Baronial council meetings. If requested by the Seneschal, act as moderator for any discussions and/or chair the meeting.
- Represent the King and Queen as the primary authority of law in the land. Be responsible for upholding the law and the word of the Crown, including dealing with banishments, announcing Law changes and decisions of the Crown.
- Remain in contact with the King and Queen, to determine any requirements for Royal visits, etc. Direct the Seneschal regarding event and calendar requirements for Royal visits.
- Represent the group to the Kingdom. Appear as the Group's formal representative at Kingdom Court. Represent the wishes of the group to Their Majesties in relations to Kingdom Law, Kingdom decisions that affect the realm and the Barony (e.g. Kingdom event bids, etc).
- Represent the group to the real world. Receive and approve any requests for demos, maintain good public relations, and be aware of events, arts council and similar activities, and other festivities that the group can participate in. Liaise with the Seneschal to determine whether these events fit into the group's calendar.
- Represent the Crown in the appointment of group officers. Liaise with the Kingdom officers to determine suitable and acceptable office holders for the Barony, and liaise with the Seneschal at times when existing office holders appear to be troubled or failing in the performance of their duties.
- Work with the Seneschal and Baronial Council to develop and carry out an effective long term strategy for growing the Barony's numbers, activities, capabilities and enjoyment, and fostering the development of new or offshoot groups remote from the Barony's centre.
- Nurture and strengthen the Barony's culture and environment by example, and by recognising and rewarding the actions of others which have positive effects.

Appendix A – Who appoints who?

Note: this discussion concerns who makes the decisions, not who runs the process. Generally, that is done by appointing officer with the active support of the outgoing officer and/or their Seneschal, if they are indisposed for any reason and have no deputy qualified to assist.

Kingdom Officers

- The Kingdom Seneschal is appointed by the Crown, the SCA Ltd Board and SCA NZ Committee (the Seneschal is the representative of the mundane legal bodies of the SCA Ltd Board and SCA NZ Committee; therefore, this position must be approved by these bodies). The Society Seneschal must also be notified of the appointment before it is made public.
- The Kingdom Greater Officers are appointed by the Crown in consultation with the Kingdom Seneschal and the appointment must first be ratified by the relevant Society officer, if there is one.
- The Chancellor of the Exchequer administers accounts belonging to SCA Ltd and SCA NZ Inc and must be approved by both the SCA Ltd Board and SCA NZ Committee. Their New Zealand deputy (if any) must be approved by the SCA NZ Committee and their Australian deputy (if any) by the SCA Ltd Board.
- The Pegasus Editor, who is usually the Kingdom Chronicler, is a corporate officer of SCA Ltd and so must be approved by the Board per the SCA Ltd Constitution.
- Kingdom Lesser Officers are appointed by the Greater Officer concerned (generally the Seneschal) in consultation with the Crown. Consultation with the Society Officer, if there is one, is recommended.

In all cases, consultation with the outgoing officer is recommended before an appointment is made.

Concerning the appointments below, where a formal "New Zealand" deputy is in place (such as an NZ Deputy Exchequer), that officer shall be the first point of contact for relevant appointment decisions in their country. They shall manage the appointment, and pass their recommendation to their Kingdom superior (the appointing officer) along with all relevant information for consideration, as per the outlined appointment process; said recommendation shall not be overridden without good cause. A similar or more geographically-limited arrangement may be negotiated at the Kingdom Officer's discretion where there is a formal "Australia" deputy in place, in order to maximise the benefits of local knowledge without over-burdening the deputy role.

Baronial Officers

- Baronial Greater Officers are appointed by the Kingdom Greater Officer in consultation with the outgoing officer and the Baronial Seneschal; the appointment must first be ratified by the B&B.
- Baronial Lesser Officers are appointed by the Baronial Seneschal in consultation with the B&B, the relevant Kingdom Officer and the outgoing officer.

Shire Officers

- Shire Greater Officers are appointed by the Kingdom Greater Officer in consultation with the Shire Seneschal and the outgoing officer.
- Shire Lesser Officers are appointed by the Shire Seneschal in consultation with the relevant Kingdom Officer and the outgoing Officer.

Canton Officers

- The Canton Seneschal is appointed by the Kingdom Seneschal in consultation with the Baronial Seneschal; the appointment must first be ratified by the B&B.
- Canton Greater Officers are appointed by the Baronial Officer in consultation with the Canton Seneschal, appropriate Kingdom Officer and outgoing Officer.
- Canton Lesser Officers are appointed by the Canton Seneschal in consultation with the Baronial Officer, the appropriate Kingdom Officer and the outgoing Officer.

Hamlet "Village Elder" or headperson

This person is not formally appointed but is elected informally by the members of the Hamlet. Any dispute regarding who holds the role shall be resolved by the Seneschal of the parent group, preferably by scheduling a new election.

Officer Deputies

With the exception of formally-defined "country" deputies, such as the NZ or AU Deputy Exchequer, Kingdom or Group Marshals and others defined here or in Kingdom Law, any officer can appoint or remove a deputy at their own discretion and without any fixed term. Deputies might be appointed for a specific task, for example a Marshal deputy for organising tourneys, or as a "drop-dead-deputy" who can take over the role at short notice if the primary officer needs to step away, or for many other reasons.

If a deputy has responsibilities that require formal approval, e.g. access to a group's Dropbox, this will need to be confirmed by whoever has the appropriate authority (in this example, the Kingdom Exchequer would need to approve the appointment, and may of course choose not to).

While deputies can be a great way to teach someone the ins and outs of a position, this pre-training does not automatically enable them to take on the role, nor does it permit any bypassing of the normal appointment procedure for that position. They will of course likely be in a great position to take on the role if they do apply - but others must be given the opportunity to prove themselves as well!

When in doubt, feel free to contact your upline officer to get their opinion on any appointment.

Appendix B Disputed Succession of Office

The officer responsible for making an appointment has right of way in terms of selection of that officer. For example, the decision of the Kingdom Seneschal takes precedence over that of the Baron and Baroness in selecting a Baronial Seneschal.

“Right of way” indicates that a particular officer's choice should take precedence in any disagreement where it can be demonstrated that there is merit in appointing more than one of the candidates to an office. For example, where the Kingdom Seneschal believes that candidate A is best suited to the office of Baronial Seneschal, but the Baron and Baroness prefer candidate B, and it can be demonstrated that either candidate has some merit, then the Kingdom Seneschal's choice has priority.

Where there is disagreement between the officers concerned in an appointment, this should be resolved through the issue resolution procedure as defined in Kingdom Law. Officer appointments may be appealed to the Crown. In this case the Crowns may make the decision on the appointment (who does or does not get it), or refer the decision to the relevant Society officer.

Corpora requires that “substantive” opposition to an appointment must be received for it to be re-examined. This can be interpreted to mean:

- Considerable negative feedback for the candidate.
- A petition against the appointment of a candidate that includes members of more than one faction of a group.
- A properly conducted motion of no confidence in the appointment, made at a regularly scheduled group meeting at which a reasonable quorum of the populace is present. This motion should be moved, seconded, and passed by a majority of the populace in attendance at the meeting.
- Information coming to light from more than one independently-verifiable source that the person to be appointed is not suitable for the office. For example, that statements made in their application are incorrect or misleading, that they are serving a prison sentence, that they are under investigation by the real world authorities for criminal activities, etc.
- Where finance is part of the incoming Officers role; a recommendation from the SCA Ltd or SCA NZ Inc Treasurer not to put a person in a position that requires management of Finance must be taken into consideration.

In such cases the final decision as to the appointment of the office is to be made by the Kingdom Officer.

Take into account that there are likely to be multiple political factions in any large group, and that members of one political faction are likely to always want to appoint people from within their own faction to office (this includes the faction containing the Baron and Baroness, and also the Seneschal). While they should not expect all advice received to be impartial, the Kingdom officer must be impartial in making

their own decision. This is especially the case where the Kingdom officer lives in the branch – perhaps ask the Kingdom Seneschal for advice as to the final determination if there are multiple applicants, or pass the decision onto a non-resident deputy.