



# Kingdom of Lochac

## Officer Job Descriptions

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*Comments or suggested revisions? Contact [seneschal@lochac.sca.org](mailto:seneschal@lochac.sca.org)*

## Officer Job Descriptions

### Contents

Introduction .....	3
Advertising an Office?.....	3
Time Estimates .....	3
Minimum Officers Required for Each Group Type.....	4
Seneschal .....	5
Herald.....	7
Reeve (aka Exchequer above Barony level) .....	8
Armoured Combat Marshal .....	9
Arts & Sciences Officer .....	10
Chronicler .....	11
Constable .....	12
Chatelaine (aka Hospitaller, Castellan) .....	13
Quartermaster .....	15
Webwright (aka Web Minister, Webscribe) .....	16
Chirurgion .....	18
Captain of Archers/Archery Marshal.....	19
Fencing Marshal (Rapier).....	21
Lists.....	23
Social Media Deputy .....	25
Baron and/or Baroness .....	27
Provost of the College of Scribes .....	29
Keeper of Regalia .....	31
Masonry Deputy .....	32
Crown Events Deputy.....	34
Reporting Deputy .....	36
Kingdom Social Media Officer .....	37
Template .....	39

## Introduction

If any of the URLs or email addresses in this document seem out of date, please consult the current officer listings in Lochac Kingdom Regnum:

<http://lochac.sca.org/regnum>

All officers should be aware of:

1. **Kingdom Law:** <https://seneschal.lochac.sca.org/laws-of-lochac/>
2. The **Lochac Procedures Manual** at <https://seneschal.lochac.sca.org/resources/>
3. The **Office Handover Checklist** – also at <https://seneschal.lochac.sca.org/resources/>  
- there are many other helpful resources on that page!

These job descriptions and especially appointment notes are most applicable for groups of Barony level or below. For higher levels, see the [Lochac Procedures Manual](#) for appointment procedures, especially “Appendix A – Who Appoints Who?”

### *Advertising an Office?*

Use the [Appointinator](#) to make the entire process really easy!

### *Time Estimates*

Where time estimates are given for roles, please treat them as *very* approximate. The time you spend in a role will depend hugely on group size and activity, the current situation, any special projects you or your group are undertaking, and the time you’re prepared to set aside.

Estimates are for regular/normal situations, not special cases such as group formation, a big recruitment push or major expansion into new activities or areas. Add 50-100% for any of those if they directly involve your office.

On the other hand, if you know what’s what and have a good set of tools - communications, reporting, reminders, contacts - and perhaps a helpful network of supporters, you might spend half the estimated time on your role.

All time estimates are “hours per month”. An example:

Rough time estimate: College/Canton/Shire: 3hrs/mth, Barony: 10+, Kingdom: 20+

## Minimum Officers Required for Each Group Type

### **Kingdom (required by Corpora):**

Seneschal, Chancellor of the Exchequer, Herald, Earl Marshal, Arts & Sciences Minister, Chronicler

### ***plus under Lochac Kingdom Law:***

Chirurgian, Constable, Hospitaller, Provost of the College of Scribes, Keeper of Regalia, Historian, Web Minister

### **Principality (Corpora):**

six principal officers as for Kingdom – one person can hold multiple jobs if workload permits

***plus*** as defined in Principality Law

### **Barony/Province (Society Seneschals Handbook):**

Seneschal, Reeve, Herald, Marshal (any kind), Arts and Sciences Minister, Chronicler. A Barony requires a Baron and/or Baroness.

### **All Other Groups (Corpora):**

Seneschal, Reeve; **one** of Marshal (any kind) or Arts and Sciences Minister or Herald

### Notes:

1. Hamlets are a special case. They do not have required officers, simply a locally-elected village leader who represents the Hamlet's interests to the parent group as necessary.
2. Colleges follow the appointment procedures required by their university and their time in office is typically a year rather than the SCA standard of two years.

## Officer Job Descriptions

### Seneschal

Required in: all groups. Appointed by Kingdom Seneschal in consultation with the outgoing Seneschal and parent group Seneschal (if any); if a Barony: ratified by B&B

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

- serving as the group's principal mundane legal representative of the SCA
- receiving reports from all other Officers on the status of their office
- making quarterly reports to Kingdom on the status of the group
- organizing and chairing group meetings
- seeing that minutes are taken and published to the populace
- in a Barony, coordinating and consulting with the Baron and Baroness
- overseeing the day-to-day running of the mundane side of the group (e.g. that offices are filled, events are happening; compliance with mundane, SCA & Kingdom laws)
- moderating the group mailing list and social media pages, if any

Requires:

- current SCA membership and be aged at least 18
- being organized and able to organize others
- regular access to email is essential
- term typically two years: can be extended at the discretion of the Kingdom Seneschal

Workload:

Rough time estimate: College/Canton/Shire: 10+hrs/mth, Barony: 20+, Kingdom: 90+

The major workload involves organizing regular group meetings, publishing agendas and minutes and ensuring important notices go out to the populace. Checking in with, encouraging and supporting group officers and event stewards is important, as is (if a Barony) conferring with the Baron and Baroness regarding the running of the group. Dealing with daily emails, plus arranging meetings and typically chairing them.

Reporting Channel:

Seneschals report to the Kingdom Seneschal every quarter, compiling reports from the group officers, via an [on-line form](#); also verbally or by e-mail to the Baron and Baroness as required. Regular attendance at group meetings and touching base with officers is essential, and general reporting to the local populace is strongly encouraged.

Resources:

Kingdom Seneschal's Website: <https://seneschal.lochac.sca.org>

The **Lochac Procedures Manual** and **New Seneschals Handbook** can be found at <https://seneschal.lochac.sca.org/resources/>, along with numerous other officer

Officer Job Descriptions

resources, including a handover checklist.

The above URL and Kingdom Seneschal's website 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) and a FB messenger group.

## Officer Job Descriptions

### **Herald**

Required in: Baronies or above. Appointed by parent group Herald in consultation with the outgoing officer, Kingdom Herald and group Seneschal; if a Barony: ratified by B&B

Role: to coordinate the smooth running of heraldic activities in the group

- keep aware of upcoming events and likely needs for heralding
- coordinate with stewards or the seneschal regarding duty or tournament heralding (This doesn't mean you have to do everything yourself - feel free to delegate - but it does mean you have to make sure it gets done)
- if Royalty visit, be prepared to run Their court, or find someone who can
- provide or organise book heralds to advise on names, devices and badges
- organise or oversee heraldic submissions originating from your group

Requires:

- current SCA membership and be aged at least 18
- loud, clear speaking voice
- no fear of public speaking
- organisation (so Courts run smoothly)
- basic knowledge of heraldry

Workload:

Rough time estimate: College/Canton/Shire: 8hrs/mth, Barony: 10+, Kingdom: 40+

Most work is done at events, running courts, making announcements etc. At large events, you can be quite busy. Between events, most work is paperwork to do with heraldic submissions. Some group heralds delegate the voice role to others, some delegate the submission work; many do both roles.

Reporting Channel:

Regular reports are made to group meetings; quarterly reports are made to Crux Australis Herald.

Resources:

There are several online discussion lists, and you should be on the Lochac ones at least. The web also has lots of good information about book and voice heraldry. There are also many good books on Heraldry.

Official SCA Herald site: <http://www.sca.org/heraldry/>

Lochac Heraldry site (includes submission forms and forums):  
<https://herald.lochac.sca.org/>

Lochac Herald mailing list - [Blazons](#)

## **Reeve (aka Exchequer above Barony level)**

Required in: all groups. Appointed by parent group Reeve in consultation with the outgoing officer, Kingdom Exchequer and group Seneschal; if a Barony: ratified by B&B

Role: record the group's financial information, report to the group and to Kingdom

Requires:

- current SCA membership and be aged at least 18
- basic accounting knowledge
- clean credit record (so you can be a signatory on the bank account)

Workload:

Rough time estimate: College/Canton/Shire: 8hrs/mth, Barony: 15+, Kingdom: 50+  
Varies: most of the year, very little, but during and just after major events, the workload will increase. Also regular attendance at and/or reporting to group meetings.

Reporting channel:

- Quarterly to Kingdom Exchequer and regularly to group meetings
- Note: in New Zealand, an applicant for Reeve must be approved by the SCA NZ Committee, in addition to the normal officer appointment process; in Australia, they must be approved by the SCA Ltd Board in addition to the normal process.

Resources:

- Outgoing Reeve (for a while)
- Kingdom Chancellor of the Exchequer: [exchequer@lochac.sca.org](mailto:exchequer@lochac.sca.org)
- If in New Zealand: NZ Deputy Exchequer, [nzdeputyexchequer@lochac.sca.org](mailto:nzdeputyexchequer@lochac.sca.org)
- SCA NZ or SCA Ltd Treasurer as applicable
- Exchequer website: <https://reeve.lochac.sca.org>
- Lochac Procedures Manual and other resources: <https://seneschal.lochac.sca.org/resources#officer>,
- [Lochac Reeves](#) mailing list



## Armoured Combat Marshal

Required in: Kingdom (Baronies: at least one warranted marshal, not necessarily AC). Appointed by parent group Armoured Combat Marshal in consultation with the outgoing officer, Kingdom AC Marshal and group Seneschal; if a Barony: ratified by B&B

Role: coordinates all armoured combat within the group:

- coordinating and encouraging regular practices
- encouraging and teaching newcomers to each fighting form
- helping with the creation and marshalling of tournaments and war combat at events
- assisting in the upkeep and construction of equipment
- encouraging and assisting others to become authorised marshals

Requires:

- a current SCA membership and be aged at least 18
- an enthusiasm for armoured combat (actual ability optional); one or more current Marshal authorisations is desirable
- familiarity with the relevant rule sets and Kingdom Officers
- an eye for potential safety issues
- oversight of storage and/or transport of equipment required to run practices and tournaments
- reliable internet access essential for maintaining contact with marshallate activities and events around the Kingdom

Workload:

Rough time estimate: College/Canton/Shire: 10hrs/mth, Barony: 15+, Kingdom: 40+

Filing reports, handling other Armoured Combat paperwork as required by the Kingdom Armoured Combat Marshal, and attending group meetings. It is very desirable that a Marshal actively encourages and support relevant training sessions and equipment workshops, as well as generally be available to stewards to act as field marshal or marshal-in-charge at events where possible.

Reporting Channel:

The Armoured Combat Marshal is required to report regularly to group meetings, and to the Kingdom Armoured Combat Marshal quarterly. Copies of these reports are sent to the group Seneschal and, where required, the Baron & Baroness.

Resources:

- SCA Marshallate Web pages: <http://www.sca.org/resources/martial-activities/armored-combat/>
- Kingdom of Lochac Combat Handbook (along with other marshallate info): <https://marshal.lochac.sca.org/>
- The [Lochac Marshallate mailing list](#) and [Lochac Procedures Manual](#)

## Officer Job Descriptions

### Arts & Sciences Officer

Required in: Baronies or above. Appointed by parent group A&S in consultation with the outgoing officer, Kingdom A&S Minister and group Seneschal; if a Barony: ratified by B&B

Role: The A&S Officer is tasked with encouraging the arts and sciences in the group through classes, workshops, informal gatherings, displays and competitions

Requires:

- current SCA membership and be aged at least 18
- be warranted (2 years, 4 max under exceptional circumstances – this is handled by your Kingdom officer when you take on the office)
- membership in the A&S officers email list

Workload:

Rough time estimate: College/Canton/Shire: 8hrs/mth, Barony: 12+, Kingdom: 20+

- Encourage and organize A&S workshops and competitions in the group
- Get reports from group workshops and events that hold an A&S competition (for quarterly reporting purposes).
- Send quarterly reports to Kingdom A&S Minister.
- Run or organize someone to run the Kingdom Arts and Sciences competitions *if* the Kingdom Coronation or Crown Tourney is being held by the group.

Reporting Channel:

The A&S Officer is required to report to the Kingdom A&S Minister quarterly. Copies of these reports are sent to the group Seneschal and, where applicable, the Baron & Baroness.

Resources:

- The Lochac Arts & Sciences Handbook, along with other pertinent materials, can be found at: <https://artsandsciences.lochac.sca.org/>
- The Lochac [A&S officers' email list](#)
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website
- The Kingdom A&S Minister is always there to help

## Officer Job Descriptions

### **Chronicler**

Required in: Baronies or above. Appointed by parent group Chronicler in consultation with the outgoing officer, Kingdom Chronicler and group Seneschal; if a Barony: ratified by B&B

Role: editor and publisher of the group newsletter

Requires:

- advanced computer skills esp. in desktop publishing (e.g. MS Publisher and Acrobat, but different tools may be used to achieve the same result)
- current SCA membership and be aged at least 18
- being organized and able to organize others
- having regular access to email
- term is typically two years; can be extended at the discretion of the Kingdom officer

Workload:

Rough time estimate: College/Canton/Shire: 7hrs/mth, Barony: 12+, Kingdom: 20+

Attending Council Meetings once a month and publishing the regular newsletters; related communications with group officers, stewards, deputies etc. to proactively gain news items, update events calendar, regnum and so on.

Reporting Channel:

The Chronicler reports to the Kingdom Chronicler, group Seneschal and B&B if applicable every quarter via e-mail. Regular attendance at group meetings and touching base with officers is essential.

Resources:

- [Chroniclers' Mailing list](#)
- Kingdom Chronicler's Website: <https://chronicler.lochac.sca.org/>
- The SCA NZ publishing policy has policy and guidelines for local print and electronic publications, also helpful for Australian groups: <http://sca.org.nz/publishingpolicy.php>
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## Officer Job Descriptions

### Constable

Required in: Kingdom. Appointed by parent group Constable in consultation with the outgoing officer, Kingdom Constable & group Seneschal; if a Barony: ratified by B&B

Role: responsible for site and event safety, lost property, indemnities/waivers in Australia (NB the latter are *not* required in New Zealand)

Requires:

- current SCA membership and be aged at least 18
- Preferably own transport, and the ability to remain on site later than most

Workload:

Rough time estimate: College/Canton/Shire: 2hrs/mth, Barony: 5+, Kingdom: 10+

Principally at events: ensuring a site is inspected, safe and secure and advising attendees on issues such as marking of tent ropes and other sensible precautionary measures.

At the end of an event, gathering any lost property and publishing a list (including updating any online list the group maintains). Bringing lost property to events or meetings where appropriate, auctioning off or otherwise disposing of long-term unclaimed property.

By default, may be responsible for storage and event equipment logistics, but a deputy can be appointed for this.

Reporting Channel:

Constables are required to report to the Kingdom Constable every six months or as otherwise requested.

Resources:

- Kingdom Constable's website: <https://constable.lochac.sca.org/>
- [Constables email list](#)
- The current Constable's Handbook is also linked from the Kingdom Constable's website
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## Officer Job Descriptions

### **Chatelaine (aka Hospitaller, Castellan)**

Required in: Kingdom, strongly recommended for Barony/Shire. Appointed by group Seneschal in consultation with the B&B (if a Barony), outgoing officer and Kingdom Hospitaller

Role: responsible for the encouragement and empowerment of newcomers in the group. This involves:

- actively chatting to interested people at public events
- fielding enquiries about the group from the website, social media etc
- housing and administration of the Hire/loaner Garb (may be delegated to a deputy)

Requires:

- current SCA membership and be aged at least 18
- a sunny disposition and a positive outlook about the group
- a willingness to chat to strangers

Workload:

Rough time estimate: College/Canton/Shire: 5hrs/mth, Barony: 15+, Kingdom: 30+

Can be high immediately prior to an event, often with last-minute requests for hire garb. This can be managed by posting reminders about hire garb cut-off dates.

The public workload involves being chatty and convivial to newcomers at events, checking they are comfortable, finding out about their particular interests, giving them leaflets and/or introduction cards and introducing them to other members of the group, etc.

*Note: it is recommended that the Chatelaine's full contact details be on all leaflets handed out; this may mean hand-writing it in on pre-printed blanks.*

At public events/demos, the workload can be quite high and involve many repetitive discussions with interested onlookers. One of the best ways to minimise this is to appoint three or four assistants to help.

Reporting Channel:

The Chatelaine is a deputy to the Seneschal and reports to the group meetings and/or via a written report. Quarterly reports are made to the Kingdom Hospitaller and cc-ed to the Seneschal and, where applicable, B&B.

Resources:

- Hospitaller webpage: <https://hospitaller.lochac.sca.org/>
- Hospitaller [mailing list](#)

## Officer Job Descriptions

- Newcomers section on the Lochac site  
<https://hospitaler.lochac.sca.org/newcomer>
- A publishing policy document for SCA NZ has good media-handling guidelines and resources: <http://sca.org.nz/publishingpolicy.php>
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## Officer Job Descriptions

### **Quartermaster**

Required in: if required. Appointed by group Seneschal in consultation with the B&B (if a Barony) and outgoing officer

Role: store and keep track of group equipment

Requires:

- current SCA membership and be aged at least 18
- accessibility to secure storage space for group equipment
- organisational capabilities to handle and track equipment, release and return

Workload:

Rough time estimate: College/Canton/Shire: 3hrs/mth, Barony: 5+

- ensure clean and secure storage of equipment
- maintain lines of communication with event stewards/cooks regarding required equipment for events, and arrange pick up/drop off
- maintain an inventory, and check off returned equipment
- report to Council regarding status of equipment, including loss, damage, replacement or new equipment required.

Reporting Channel:

The quartermaster is a deputy to the Seneschal and reports to them as well as the Council.

Resources:

- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## **Webwright (aka Web Minister, Webscribe)**

Required in: Kingdom, otherwise appoint if required. Appointed by group Seneschal in consultation with the B&B (if a Barony), outgoing officer and Kingdom Webwright.

Role: in charge of creating and updating group Web pages and mail redirections, and keeping group communications and information flowing smoothly.

Requires:

- current SCA membership and be aged at least 18
- capabilities in Website page creation, HTML, graphics manipulation, associated site management, associated computer/email support and a good sense for both accretion and rapid turnaround of useful information – it's *the* most important part of the job!
- very reliable email and internet access

Workload:

Rough time estimate: College/Canton/Shire: 4hrs/mth, Barony: 8+, Kingdom: 20+

- Typically monthly updating of website especially group calendar, event and other notices and other timely material, removing outdated material while preserving important resources and historical information.
- Reporting to or attending group meeting.
- Notifications to mailing lists, checking lists for notices or comments and adding to online calendar or to special pages.
- Mailing list moderation: mostly deleting spam and occasionally assisting subscribers.
- Active monitoring of local discussion and announcement lists is essential, other lists and relevant social media very desirable. Twice-annual checking/reporting of page visit statistics and numbers subscribed to local email lists is desirable.
- Advising and assisting Webwrights for sub-groups as required.
- **A strong emphasis on keeping current, maintaining, preserving and expanding existing content, rather than radical redesign or retirement of existing resources**

Reporting Channel:

Regular reports to the group council. Quarterly reports should be sent to the Lochac Webwright, group Seneschal and, if applicable, B&B.

Resources:

There may be a group website maintenance document; check with previous office-holder for briefing on site structure, links, email addresses, passwords etc.

- Lochac Webwright site: <https://webwright.lochac.sca.org>



## Officer Job Descriptions

- The [Lochac Webwrights mailing list](#)
- The SCA NZ publishing policy has policy and guidelines for local publications, print and electronic, also helpful for Australian groups:  
<http://sca.org.nz/publishingpolicy.php>
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## Officer Job Descriptions

### **Chirurgion**

Required in: Kingdom, otherwise appoint if required. Appointed by: parent group  
Chirurgion in consultation with the outgoing officer, Kingdom Chirurgion; if a Barony:  
ratified by B&B

Role: responsible for first aid assistance at events, reporting, rostering

Requires:

- current SCA membership and be aged at least 18
- current first aid certificate
- willingness to coordinate with additional qualified helpers if necessary to provide sufficient cover for longer events

Workload:

Rough time estimate: College/Canton/Shire: 2hrs/mth, Barony: 5+, Kingdom: 10+

Being responsible for first aid at events you wish to volunteer at, paperwork for each event, and quarterly reports to Kingdom.

Reporting Channel: Kingdom Chirurgion

Resources:

- [Chirurgionate email list](#)
- Lochac Chirurgionate website : <https://chirurgion.lochac.sca.org>
- Local helpers: check if the previous officer has a list of suitable assistants
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## **Captain of Archers/Archery Marshal**

Required in: Kingdom, or appoint if required. Appointed by parent group Archery Marshal in consultation with the outgoing officer, Kingdom Archery Marshal and group Seneschal; if a Barony: ratified by B&B.

Role: responsible for coordinating and running group archery events and activities, including:

- organising and publicising weekly practices
- encouraging and teaching newcomers to archery
- creating and marshalling archery shoots for events, when available
- assisting in the upkeep and construction of equipment

Note that this covers both target and combat archery activities.

Requires:

- current SCA membership and be aged at least 18
- enthusiasm for archery, though actual ability in the sport is optional
- familiarity with the relevant rules for SCA target and combat archery participants
- an eye for potential safety issues
- a current Light Combat and/or Target Archery marshal authorization is desirable
- the capability to store and transport the equipment required to run practices and shoots at events, or organisation of same
- reliable internet access is highly recommended for maintaining contact with archery-related activities and events around the kingdom

Workload:

Rough time estimate: College/Canton/Shire: 10hrs/mth, Barony: 15+, Kingdom: 20+

- group practices
- attendance at or reporting to group council meetings
- planning and creating event shoots, overseeing their running
- periodic upkeep of group equipment
- coordination of archery-related A&S activities

Reporting Channel:

The Archery Marshal reports regularly to the group and quarterly to the Kingdom Archery Marshal, with copies of that report to the group Seneschal and (if applicable) B&B.

Resources:

- SCA rules for archery and thrown weapons:  
<https://www.sca.org/resources/martial-activities/archery-tw/>
- Lochac Archers' website: <https://archers.lochac.sca.org/>

## Officer Job Descriptions

- Kingdom of Lochac Combat Handbook (along with other marshallate info): <https://marshal.lochac.sca.org/>
- The [Lochac archers email list](#)
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## Officer Job Descriptions

### **Fencing Marshal (Rapier)**

Required in: Kingdom, otherwise appoint if required. Appointed by parent group Fencing Marshal in consultation with the outgoing officer, Kingdom Fencing Marshal and group Seneschal; if a Barony: ratified by B&B.

Role: responsible for coordinating and developing fencing (rapier) combat within the group; this includes:

- coordinating and encouraging regular practices
- encouraging and teaching newcomers
- helping with the creation and marshalling of tournaments
- assisting in the upkeep and construction of equipment
- encouraging others to become warranted marshals.

Requires:

- current SCA membership and be aged at least 18
- an enthusiasm for fencing, though actual ability is optional
- familiarity with the relevant rule sets and Kingdom Officers
- an eye for potential safety issues
- a current Marshal authorisation is desirable
- reliable internet access is essential for maintaining contact with fencing and marshallate activities and events around the Kingdom.

It is not required to store or transport equipment required to run practices or tournaments, but the Marshal should be aware of the state and status of all group fencing property, whether in storage or out on loan.

Workload:

Rough time estimate: College/Canton/Shire: 10hrs/mth, Barony: 15+, Kingdom: 20+

Filing reports and handling other Fencing Marshal paperwork as required by the Kingdom Fencing Marshal and attending/reporting to group meetings. It is very desirable that a Fencing Marshal actively encourage and support relevant training sessions and equipment workshops, as well as generally be available to stewards to act as field marshal or fencing marshal-in-charge at events where possible.

Reporting Channel:

Reports to the group regularly and to the Kingdom Fencing Marshal quarterly. Copies of these reports go to the group Seneschal and (where relevant) the Baron & Baroness.

Resources:

- SCA Marshallate Web pages: <https://marshal.lochac.sca.org/>
- Kingdom of Lochac Fencing web pages: <https://fencing.lochac.sca.org/>
- The Lochac Marshallate list: <https://lochac.sca.org/mailman/listinfo/marshals>

## Officer Job Descriptions

- Lochac Fencers List: <http://lochac.sca.org/mailman/listinfo/fencers>
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## Officer Job Descriptions

### Lists

Required in: appoint if required. Appointed by parent group Lists Officer (if any) in consultation with the Seneschal and outgoing officer; if a Barony: ratified by B&B

Role: responsible for coordinating the running of lists at all fighting events (heavy and rapier tournaments, war, also boffer tournaments if so inclined); deputy to the Knight Marshal

This does not mean you would always be expected to do the lists yourself, but you would be expected to perform the task or find a deputy to do so, if asked in advance by an event steward or marshal-in-charge.

Because the Lists officer must sight fighter and marshal authorisation cards and handle the associated paperwork, they are also usually asked to also handle SCA sign-ins or indemnities at informal events at public venues where those entering the “controlled space” of the list-field are the only ones required to sign-in.

Requires:

- current SCA membership and be aged at least 18
- a willingness to learn how to handle different tournament formats and style
- familiarity with the relevant rules governing the checking of authorisations, whether established via an authorisation card or a completed still-current copy of an authorisation form

Workload:

Rough time estimate: College/Canton/Shire: 3hrs/mth, Barony: 5+

Handling lists, filing reports, handling paperwork as required by the Kingdom Lists Officer and attending group meetings

Reporting Channel:

The Lists officer is expected to report to the group Council.

Resources:

- Lochac lists page: <https://lists.lochac.sca.org/>
- Tournament resources relating to lists: <https://lists.lochac.sca.org/tourney-resources/>
- SCA Marshallate Web pages: <http://www.sca.org/resources/martial-activities/armored-combat/>
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## Officer Job Descriptions

It can be useful to have a Lists clearfile folder containing pre-prepared forms for running round robins and other useful paperwork such as sign-in forms, spare authorisation forms etc.



## **Social Media Deputy**

**Required For:** Optional

**Appointed By:** Group Seneschal

**Role:** To administer and moderate the group Social Media outlets.

- Administer and Moderate group Social Media – including Facebook Group and Pages, Instagram, Twitter, YouTube, etc
- Create content for Social Media (particularly Facebook and Instagram) to encourage interaction and discussion. This can be done in conjunction with Kingdom and Society Social Media Officers
- Ensure important news and announcements are posted to group Social Media as required.
- Work with Seneschal, Baron and Baroness, and Webwright as well as Kingdom Social Media Officer to work on best use of Social Media
- Advise group Officers on Social Media use and how Social Media can assist their Office.
- Work with Stewards to create and advise on Social Media for their event. Including creating Facebook pages for events.
- Consult on running “virtual” events and be available to assist in moderation of these.
- Provide analytics on Social Media
- Respond to E-Mails and Messages to Group Social Media accounts in a timely and professional manner (within 36 hours)
- Assist in the development and provide feedback on the Lochac Social Media Website and Procedures.

**Requires:**

- Current SCA membership and be over the age of 18
- Reliable internet connection
- Knowledge of Social Media platforms, how to use them and how they differ
- Knowledge of or willingness to learn about Social Media Analytics
- Excellent communication skills – particularly written skills
- Imagination

**Workload:** This role will require time every day to monitor Social Media, and to create and share posts, as well as providing advice and responding to messages and e-mails. You will also need to be a member of the Lochac Social Media Facebook Group when appointed.

## Officer Job Descriptions

**Reporting:** This position reports to both the Group Seneschal and Kingdom Social Media Officer. Reports to Kingdom are due quarterly as per the Group Reporting Schedules.

**Resources:** Lochac Social Media Facebook Group.

Facebook Business Suite allows you to integrate your group Facebook Page and Instagram Page for posting, messaging and analytics

The Lochac Social Media Website and Handbook is currently being developed.

## Officer Job Descriptions

### **Baron and/or Baroness**

Required in: **Baronies only**. Appointed by Crown, in consultation with the outgoing B&B

Role: ceremonial heads of a Barony, and representatives of the King and Queen; also a conduit to Their Majesties regarding the views of the populace on Kingdom issues. Typically filled by a pair to help share the very substantial workload. However, this is not a pre-requisite, nor need the pair be in a mundane relationship or different genders.

Requires:

- current SCA membership and be aged at least 18
- a long-term view and strategic planning
- strong sense of leadership and responsibility
- an approach which allows and encourages others to play to their strengths
- being comfortable with pomp and ceremony
- wide range of interests & excellent communication skills

Workload:

Rough time estimate: 30+ hours/month

This role lasts as long as Their Majesties and the incumbents desire, the average term in Lochac being 3-4 years. The main workload is attending as many events, practices and other meetings as possible, holding Court where required, and all the off-site work and communication which goes into making these activities go smoothly.

Frequent Council attendance and reporting is a given, as is liaising with the Seneschal and sometimes other officers on a regular basis. Annual "state of the Barony" reports are to be made to Their Majesties as a brief, informative verbal report if present or a written report as you and They see fit. Letters of welcome and confirmation of fealty are required at the start of each new reign. Other communications are common, particularly in relation to Royal visits and/or Kingdom awards, as well as communication with the other Landed Baronages.

Encouraging and handling award recommendations (both for local awards, and for Kingdom ones); tracking populace activity to inform meaningful decisions and/or comments.

Reporting Channel:

Regularly to group council and annually to Their Majesties, otherwise as required; keep Baronial Seneschal closely informed of important initiatives & difficulties.

Resources:

- Your Seneschal and officers; Kingdom Seneschal, especially if you have questions concerning local governance or difficult issues
- Your Court members and populace

## Officer Job Descriptions

- The incumbent Royals; these change rapidly and often have a lot on their minds during their six-month terms - a less-busy *former* Royal or B&B can often help
- The Lochac\_Baronies email list linking all the Landed Baronages
- Baronage website: <http://baronage.lochac.sca.org>
- The “Barons and Baroness” section starting on p17 of the Lochac Procedures Manual: <https://seneschal.lochac.sca.org/lochac-procedures-manual>

## Provost of the College of Scribes

Required in: **Kingdom only**. Appointed by Kingdom Seneschal in consultation with the Crown

Role: Promotion and facilitation of scribal arts along with the scribal community, including:

- management and delegation of award scroll production
- management of the scribal database, scribal handbook, Provost handbook, blog and photo gallery
- liaison with group Scribal Wardens, provision and/or distribution of supplies (such as seals) and scrolls/blanks
- approval of award scrolls (designs and finished pieces)
- liaison with Crown to arrange creation and supply of AoA promissory writs
- liaison with Scribal Ministers in other Kingdoms to facilitate awards to ex-pats etc.
- liaison with members of the populace in relation to queries and requests
- liaison with Verger (Web minister) relating to web and technical side of database.

Workload:

Rough time estimate: 25+ hours/month

Variable. Two year term. Monthly Kingdom meeting. Will be contacted by Wardens and scribes whenever they have queries or want documents checked. Seals and writs need to be designed and created in the lead up to every Coronation.

Reporting Channel:

- Quarterly reports to Crown and Kingdom Seneschal
- Knowne World Scroll Production reporting

Requires:

- Good organizational and planning skills
- Scribal experience
- Must be warranted in calligraphy and illumination, should have a good 'eye' for scripts and styles so that they are capable of approving original works.
- Good communication and interpersonal skills
- Good delegation skills
- Good problem-solving skills
- Some technical skills such as updating databases, Microsoft Word etc.
- Internet connection and responsive email access vital.

Resources:

- Verger (your web minister)
- Website: <https://scribes.lochac.sca.org/>

## Officer Job Descriptions

- Mailing list: <https://lochac.sca.org/mailman/listinfo/scribes>
- Group Wardens and scribes
- Previous Provosts are usually happy to provide advice
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## Keeper of Regalia

Required in: **Kingdom only**

Appointed by: Kingdom Seneschal, in consultation with the Crown

Role: Repair and maintenance of the Crown's Regalia and ensuring a reliable supply of award tokens

Requires:

- Current SCA membership and be aged at least 18
- Willing to travel to Crown events or appoint a delegate who can attend on your behalf, including with regalia items as required
- Good and reliable communications skills
- Ability to assess regalia condition and knowledge to either repair or arrange repair with capable SCA members where possible, or appropriate external sources if necessary
- Able to keep good track of regalia and tokens, including adequate stocks of the latter
- Able to be very precise and careful about the formal handover of regalia between reigns, which is typically at a very busy time for all involved

Workload:

Quite variable depending on status of regalia itself and stocks of tokens. Need to keep ahead of token needs as the lead time for producing new ones – sometimes involving finding new suppliers - can sometimes be surprisingly long.

Reporting Channel:

- via Council of Reglia to Kingdom Seneschal and Crown, every six months at a minimum and as required or requested

Resources:

- Webpage: <https://royal.lochac.sca.org/regalia-about/>
- Regalia photos/ID chart: <https://royal.lochac.sca.org/regalia-about/identification/>
- Information about suppliers, etc. from outgoing officer
- Keeper of Regalia handbook:  
[https://royal.lochac.sca.org/files/2012/09/regalia\\_handbookv23.pdf](https://royal.lochac.sca.org/files/2012/09/regalia_handbookv23.pdf)

## Masonry Deputy

Required in: **Kingdom only**. Appointed by Kingdom Seneschal

Role: to maintain the services and software supporting the Kingdom's internet presence and electronic communication

- liaise with external providers for hosting and deployment of the Kingdom's websites
- monitor and configure the software installed on the Kingdom's server(s) including the operating system and utilities; web server and web applications; database server; e-mail accounts and mailing lists; and other specialised software developed for the Kingdom's needs
- work with software developers responsible for software developed within the Kingdom
- assist officers and event stewards with creating and maintaining websites, e-mail accounts, mailing lists, and other internet resources required by groups and events

Requires:

- current SCA membership and be aged at least 18
- a thorough technical understanding of Internet services and software
- an ability to diagnose and solve technical problems
- technical and professional communication skills
- reliable internet access

Workload:

Rough time estimate: 30+ hours/month

The Masonry Deputy monitors relevant e-mail addresses, mailing lists and server reports, and responds as necessary. Responding to ordinary requests may require a few hours a week but special projects such as installing new software or major upgrades will require more. May be involved in IT development or coordination.

Reporting Channel:

The Masonry Deputy reports to the Kingdom Seneschal.

Resources:

- Hosting Provider (Australia): Web24 <https://www.web24.com.au>
- Lochac Masonry Web Site: <https://masonry.lochac.sca.org>
- Lochac Servers mailing list: <https://sca.org.nz/mailman/listinfo/servers>
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website



## Officer Job Descriptions

- Core Software
  - Ubuntu Linux <https://www.ubuntu.com>
  - Apache <https://httpd.apache.org>
  - Mailman <http://www.list.org>
  - Postfix <http://www.postfix.org>
  - Wordpress <https://www.wordpress.org>

## Officer Job Descriptions

### **Crown Events Deputy**

Required in: **Kingdom only**. Appointed by Kingdom Seneschal

Role: to promote, coordinate and support bids for Lochac's four Crown Events each year

Including:

- advertise for bids on a regular basis, typically up to 18 months ahead
- liaise with, motivate and support stewards considering bids or running Crown events
- request, check and pass on post-event reports to the Council of the Purse

Requires:

- current SCA membership and be aged at least 18
- reliable and responsive access to email
- understanding of large-event management and specific Crown event requirements
- ability to keep on top of a constantly-advancing calendar of bids and events

Workload:

Rough time estimate: 10+ hours/month

- manage the bid process for the four major Kingdom events: Autumn Crown (March), Autumn Coronation (May), Spring Crown Tournament (September), Spring Coronation (November)
- liaise with the Council of the Purse for decisions regarding bids
- liaise with successful bid groups and provide updates to the Council of the Purse as required
- receive and disseminate post-event reports for these Kingdom events

Reporting Channel:

The Crown Events Deputy reports to the Kingdom Seneschal and the Council of the Purse.

Resources:

- Web page: <https://seneschal.lochac.sca.org/guides-and-resources/crown-events/>

## Officer Job Descriptions

- Crown Event Handbook: <https://seneschal.lochac.sca.org/crown-event-handbook/>
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## Officer Job Descriptions

### Reporting Deputy

Required in: **Kingdom only**. Appointed by Kingdom Seneschal

Role: to remind, encourage and assist with the provision of quarterly reports to Kingdom Officers and the Kingdom Seneschal

Including:

- issue timely reminders to relevant officers about deadlines
- collect and collate Kingdom-level reports (from Kingdom Officers & Seneschals) for the Kingdom Seneschal to complete
- monitor reporting progress and follow up slow or late reporters

Requires:

- current SCA membership and be aged at least 18
- reliable and very responsive access to email
- maximum discretion both when in the role and subsequently
- ability to keep on top of a constantly-advancing calendar of reports
- ability to handle a workload spike in the final weeks of each quarterly cycle
- ability to work patiently, graciously, yet firmly if required with those who fail to report

Workload:

Rough time estimate: 15+ hours/month, mainly in last month each quarter

- issue reminders to group officers and Seneschals about reporting deadlines
- issue reminders to Kingdom officers and deputies
- collect and collate reports sent from Kingdom Officers and group Seneschals into a single document ready for the Kingdom Seneschal to complete
- tracking slow, late- or non-reporters and following up as required

Reporting Channel:

The Reporting Deputy reports to the Kingdom Seneschal.

Resources:

- Web page: <https://seneschal.lochac.sca.org/reports/>
- Online report form for Seneschals, within the Seneschallate database: <https://seneschaldb.lochac.sca.org>
- Traffic light report within Registry, indicating which Seneschals have reported
- Reporting Deputy handbook
- The [Lochac Procedures Manual](#) and other officer resources on the Seneschal website

## **Kingdom Social Media Officer**

Required in: Kingdom; encouraged for smaller groups to extend capabilities and share workload and that would otherwise fall to Seneschal, Webwright, Chatelaine or Chronicler

Appointed by: Kingdom Seneschal; Lochac's Social Media Officer is a deputy to the KS

Role: Manager of Lochac's multimedia channels and a key player in raising awareness and engagement in the Kingdom.

Including:

- use social media to support SCA goals and help communication with its participants
- ensure important news and announcements are posted to Lochac Social Media as required
- monitor and moderate all the Kingdom's current Social Media sites or outlets
- create content for Social Media (particularly Facebook and Instagram) to encourage interaction and discussion - this can be done in conjunction with Group and Society Social Media Officers
- work with Seneschal, Crown, Webwright and Masonry as well as group Social Media Officers to devise the best use of Social Media
- collation of quarterly reports from group Social Media officers; encouraging groups to have them!
- upholding the Social Media Policies of SCA Ltd and SCA NZ including general scanning of official Lochac social media sites or outlets for inappropriate content
- advise Lochac Officers on Social Media use and how Social Media can assist their Office
- work with Stewards to create and advise on Social Media for their event. Including creating Facebook pages for events
- consult on running "virtual" events and be available to assist in moderation of these
- assist in the development of and provide feedback on Lochac's Social Media website and procedures

Requires:

- current SCA membership and be aged at least 18
- reliable and very responsive access to email and social media communications (within 36 hours)
- a creative and passionate person who can work well within a high-volume, occasionally high-pressure and constantly evolving social media environment
- very good multi-tasking skills
- a good understanding of social media technologies and engagement techniques for online communities

## Officer Job Descriptions

- knowledge of or willingness to learn about Social Media Analytics
- excellent communication skills – especially written skills - and an ability to build strong relationships with those around you
- you will need to become a member of the Lochac Social Media Facebook and Kingdom Social Media Facebook Groups, if not there already
- imagination

## Workload:

Rough time estimate: 30+ hours/month

This role typically requires an hour or so every day - to monitor social media and to create and share posts, as well as providing advice and responding to messages and e-mails. At times there will be spikes in workload depending on projects or circumstances.

## Reporting Channel:

The Social Media Officer reports quarterly to the Kingdom Seneschal and the Society Social Media officer.

## Resources:

- <https://www.facebook.com/groups/lochac/>
- <https://www.instagram.com/scalochac>
- <https://twitter.com/scalochac>
- <https://www.youtube.com/channel/UCDHzzycTWM8J6E8nQo41ZXg>
- Website: <https://media.lochac.sca.org>
- Facebook Business Suite allows you to integrate your Lochac Facebook Page and Instagram Page for posting, messaging and analytics
- Lochac Social Media Handbook (under development)

## Officer Job Descriptions

### **Template**

Required in:

Appointed by:

Role:

Requires:

Workload:

Reporting Channel:

Resources: