

Hospitaler Reference Guide
Barony of Namron
Frú Kolfinna Egilsdóttir, April 20, 2020

Congratulations on your selection as the Hospitaler for the Barony of Namron, and thank you for volunteering to serve our Populace! As a new officer, there are quite a few administrative tasks to become familiar with. This document should help you get started, and keep you on track throughout your term of office. Please send any suggestions for improvement of this document to the local Seneschal so we can maintain a useful resource for our Hospitalers.

This list may seem daunting at first, but most actions will quickly become second nature, or may need to be completed only once, or infrequently. Some can be delegated to a Deputy. Several of the items are specific to our barony only. If you need assistance or accommodations to complete the duties of your office, please notify the Seneschal. This document should serve as a starting point for a new appointee to the Office of the Hospitaler, but is not implied to be inclusive of all possible responsibilities.

Legal

1. The SCA has a zero tolerance policy regarding harassment and bullying. The policy can be read at: <http://socsen.sca.org/the-sca-harrasment-and-bullying-policy/>.
2. You are ultimately responsible for ensuring that you are listed on the Kingdom Warrant Roster, and maintaining current authorizations and paid membership status for the duration of your term in office. More details are found below.

General Administration

1. You are responsible for knowing the laws, rules, and policies that apply to your position! Read the following documents. Make sure you are using the most current version. It is strongly recommended that you attend the Hospitalers Meeting at Round Table at least once per year to get policy updates and interpretation information.
 - a. Kingdom of Ansteorra Hospitaler Handbook:
<https://drive.google.com/file/d/0B9HHyqjhHxM-TG1xLTJKOF9pUUU/view>
 - b. SCA Demo Policy: <http://socsen.sca.org/demo-policy/>
 - c. Read the Black Star regularly. You can access a digital version by logging into your membership account at sca.org.
2. Obtain contact information for the following officers.
 - a. Local Seneschal
 - b. Northern Regional Hospitaler
3. Join the "Whooshy Officers" Facebook Group at <https://www.facebook.com/groups/3271523382876147/>. This group is used for report reminders, discussion, and updates between meetings. Monthly Business Meeting topics and training will also be announced in this group and by email.

4. Make sure you are added to the Namron Officers and Deputies chat on Facebook Messenger. We use this for quick questions, updates, etc. Extended discussions of official business will be moved to meetings or email, but you can get a lot of basic questions answered quickly in the chat.
5. Your official email account is an important tool for communicating with other Baronial officers, regional and kingdom officers, and members of the populace. Obtain a temporary email password from the Seneschal. Log in to your official email account and change the password. You should respond to emails within 24 hours.
 - a. Make sure there is no password recovery phone number listed. Recovery email should be seneschal@namron.ansteorra.org.
 - b. DO NOT DELETE all emails! Please read [Gmail and Google Suites for Officers](#) on the Barony of Namron website.
 - c. Use Google Calendar to set reminders for report and waiver submissions (listed below), and meeting schedules. Make sure you are setting them on the correct account!
6. View and familiarize yourself with the report forms that you will use before you have a looming deadline.
 - a. All reports must be sent from the official email account.
 - b. Reporting deadlines for your office:
 - i. Injuries- Immediately notify the local Seneschal.
 - ii. Demo Waivers- must be submitted by email to the Waiver Secretary at waivers@seneschal.ansteorra.org within 10 days of practice. Send a copy to the local Seneschal. Marshals submit waivers, but please follow up to ensure it is done on time.
 - iii. Monthly Reports are due by the first day of every month. Use the online form at <https://ansteorra.org/hospitaler/hospitaler-reports/> Send a copy to the local Seneschal.
 - iv. Demo Reports are due within 30 days. This should, at a minimum, consist of an overview of attendance, budget and expenditures, activities offered, successes and opportunities, and recruitment results. Email this information to the Northern Regional Hospitaler and the local Seneschal.
7. Send the following information to the Kingdom Hospitaler at kingdom@hospitaler.ansteorra.org from your official email:
 - a. SCA name
 - b. Modern name
 - c. Membership# and expiration
8. Send the following information to the local Seneschal at seneschal@namron.ansteorra.org from your official email:
 - a. SCA name and title
 - b. Modern name
 - c. Membership# and expiration
 - d. Phone number
9. Attend the Round Table Hospitalers Meeting. Be sure to sign in!

10. Obtain all physical paperwork and miscellaneous equipment from the outgoing Hospitaler within 30 days.
11. Verify inventory of Lending Library, Gold Key (loaner garb), and miscellaneous equipment- within your first 30 days, if possible. You will complete and submit an annual inventory report to the Treasurer at treasurer@namron.ansteorra.org. This typically occurs each December.
12. Regularly examine and maintain all equipment, ensuring that safety and usability standards are met.
13. Submit purchase requests to the Financial Committee for review at finance@namron.ansteorra.org. All approved purchase receipts will be submitted to the Treasurer.
14. Prepare and submit annual budget information as requested by the Treasurer. This typically occurs each November.

Key Responsibilities

1. Welcome new members to the Barony of Namron.
2. Provide resources and contacts to Newcomers to get them started in the SCA.
3. Coordinate with the Seneschal to conduct demos.
4. Maintain and provide loaner garb for use by new members at events.
5. Maintain and promote use of the Lending Library.
6. Train, and delegate tasks to, one or more Deputies to ensure the efficiency and performance of your office, as well as its future continuity.

Additional Responsibilities

1. Contact prospective members who expressed interest at demos. Contact should be made within 72 hours.
2. Share regular announcements about Newcomer opportunities and upcoming demos on the Namron Email List at namron@lists.ansteorra.org and on the Facebook group at <https://www.facebook.com/groups/namron/>.
3. Provide current information on our Newcomer opportunities to the Webminister at webminister@namron.ansteorra.org.
4. Provide current information on Newcomer opportunities and upcoming demos to the Calendar Events Deputy at events@namron.ansteorra.org.
5. All public posts relating to your office on Facebook and the Namron Email List should indicate that they are official business. It is recommended to use a signature block that includes your SCA name and specifies that you are the Hospitaler in some way. Consult with the Social Media Deputy or Seneschal if needed.
6. Attend the Barony of Namron Populace Meeting each month and present a report on the activities of your office. If you are unable to attend, please contact Their Excellencies at baron@namron.ansteorra.org and baroness@namron.ansteorra.org with your information so it can still be shared with the Populace.
 - a. You may have a Deputy attend and present on your behalf.

7. Attend the Barony of Namron Business Meeting each month for additional training and discussion of baronial business. If you are unable to attend, please contact the Seneschal at seneschal@namron.ansteorra.org so that any business relating to your office can be addressed, and to make arrangements for an alternate training time.
 - a. You may have a Deputy attend on your behalf for business discussion, however, some training sessions will still need to be completed. Contact the Seneschal to coordinate.
8. Submit a written missive to the Chronicler at chronicler@namron.ansteorra.org each month. Potential topics include details on the activities of your office, upcoming Newcomer events or demos, changes that affect participants, photographs or original artwork with proper release forms, or other things that you think will be useful or interesting to the Populace.
9. Recommend both adult and youth members of the Populace for Baronial or Kingdom awards!
 - a. Recommend Baronial awards by emailing the Landed Nobility at: baron@namron.ansteorra.org and baroness@namron.ansteorra.org
 - b. Recommend Kingdom awards by following the instructions at: <https://ansteorra.org/awards/>

How to Resign

The initial warrant of your position is six months, extendable in six-month increments up to two years. Depending on when you take office, the two-year limit may be slightly reduced or extended to align with the Round Table schedule. Check with the Seneschal for details. If you would like to remain in your position longer than two years, contact Their Excellencies to initiate the approval process.

If a personal situation arises that necessitates your immediate resignation, a Deputy can be activated to serve as Hospitaller until the position is filled by the standard application process.

If you are nearing the end of your term, and are ready to step down, we request 60 days notice so we can offer an appropriate application and selection period.

If at any time, you decide that the time is right to resign, please do so. This is a strictly volunteer position, but can occasionally be stressful and time-consuming, and your personal life and enjoyment of the SCA is important.

Thank you again for your service to The Dream!