

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

Congratulations on your selection as the Minister of Children 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 Senescal so we can maintain a useful resource for our Ministers of Children.

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 as the Minister of Children, but is not implied to be inclusive of all possible responsibilities.

Legal

1. Sign-in/Sign-out sheets for youth ages 5-11 are mandatory. Children under the age of 5 must be accompanied by a parent or legal guardian. Minor waivers are required for all youth under the age of 18.
2. Injuries and equipment failures must be reported.
3. The SCA has a zero tolerance policy regarding harassment and bullying. The policy can be read at: <http://socsen.sca.org/the-sca-harrassment-and-bullying-policy/>.
4. In the case of a crime where a minor is the victim, it is mandatory that the matter is immediately referred to the modern law enforcement authorities; the Kingdom Seneschal and Society Seneschal shall also be contacted immediately.
5. You are ultimately responsible for ensuring that you are listed on the Kingdom Warrant Roster, and maintaining current background check and paid membership status for the duration of your term in office. More details are found below.
6. For all organized SCA functions for minors, a minimum of two adults (persons who have achieved the age of majority in the state, province, or country in which the function is being held), unrelated to one another by blood or marriage or relationship, must be present. This policy does not relieve parents of guardians from their primary responsibility for the welfare of their children. This policy is not subject to granting of variance or 'grandfathering' of existing activities.

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 Minister of Children Class at Round Table at least once per year to get policy updates and interpretation information.

- a. Society Seneschal's Handbook:
http://socsen.scaserver.com/wp-content/uploads/2019/10/2018-Jan_Seneschals-Handbook.pdf
 - b. Kingdom of Ansteorra Seneschal's Handbook:
http://seneschal.ansteorra.org/forms/Ansteorra_Seneschal_Handbook_June_2017.pdf
 - c. Kingdom of Ansteorra Minister of Children Handbook:
<http://children.ansteorra.org/docs/MinisterofChildrenHandbook.pdf>
 - d. The Kingdom of Ansteorra does not currently participate in the Youth and Family Achievement Program (YAFA), but familiarity with it is recommended.
<http://yafa.sca.org/>
 - e. Read the Black Star regularly. You can access a digital version by logging into your membership account at sca.org.
2. Obtain names and phone numbers for the following officers. You will need to call them in case of emergencies or injuries at activities, events, and demos.
 - a. Local Seneschal
 - b. Kingdom Seneschal
 3. Kingdom policy requires a phone number where parents can reach you in case of an emergency. If you do not wish to use your personal phone number, Google Voice offers a free service that assigns a number and forwards calls to your phone. Both voicemail and text services are included.
 4. 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.
 5. 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.
 6. 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, and meeting schedules. Make sure you are setting them on the correct account!
 7. 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. Quarterly Reports are due on April 1, July 1, October 1, and on January 1. An online form is not currently available, so you should compile and send the following information to the Regional Minister of Children at northern-moc@seneschal.ansteorra.org. This position is not always staffed; if it is vacant, send your report to the Kingdom MOC at moc@seneschal.ansteorra.org. Send a copy to the local Seneschal.
 1. List of activities held during the quarter.
 2. Attendance.
 3. Successes and Opportunities for improvement.
8. Send the following information to the Kingdom Minister of Children at moc@seneschal.ansteorra.org from your official email:
 - a. SCA name
 - b. Modern name
 - c. Membership# and expiration
9. 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
10. Attend the Round Table Minister of Children Meeting. Be sure to sign in!
11. Verify inventory of Ministry of Children equipment- before your first activity, 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. Obtain all physical paperwork and miscellaneous equipment from the outgoing Minister of Children within 30 days.
13. Regularly examine and maintain all equipment, ensuring that safety standards are met.
14. Coordinate with event stewards for planning and budgeting for activities held at events and demos sponsored by the Barony of Namron. All approved purchase receipts will be submitted to the Treasurer at treasurer@namron.ansteorra.org.
15. Submit purchase requests to the Financial Committee for review at finance@namron.ansteorra.org. All approved purchase receipts will be submitted to the Treasurer.
16. Prepare and submit annual budget information as requested by the Treasurer. This typically occurs each November.

Key Responsibilities

1. Develop age-appropriate classes for youth members that focus on SCA knowledge, Arts and Sciences, and general medieval topics.
2. Provide classes at meetings and events, as requested, and in concert with your personal availability.

3. Provide oversight of all non-combat youth activities at Barony of Namron events and meetings.
4. Recruit instructors and assistants for youth activities, ensuring “Two-Deep” adult supervision at all times.
5. 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 in the activities of your office. Contact should be made within 72 hours.
2. Post regular announcements about MOC activities on the Namron Email List at namron@lists.ansteorra.org and on the Facebook group at <https://www.facebook.com/groups/namron/>. Consult with the Social Media Deputy or Seneschal if needed.
3. Provide current information on our MOC program to the Webminister at webminister@namron.ansteorra.org.
4. Provide current information on any meeting times and locations 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 must include a signature block. Signature should include your SCA name and specify that you are the Minister of Children. 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. These will be noted when announced.
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 MOC activities at events, changes that affect participants, interesting facts about medieval children/games, 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!

How to Resign

The initial warrant of your position is six month, 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 a personal situation arises that necessitates your immediate resignation, a Deputy can be activated to serve as MOC 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!