

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

Congratulations on your selection as the Seneschal 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 Seneschals.

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 Landed Nobility or Northern Regional Seneschal. This document should serve as a starting point for a new appointee to the Office of the Seneschal, but is not implied to be inclusive of all possible responsibilities.

Legal

1. Waivers are mandatory for insurance reasons. Please take waivers very seriously or we could lose our rights to hold practices and tournaments! 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. 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 Seneschal Warranting and the Seneschal Meeting at Round Table at least once per year to get policy updates and interpretation information.
 - a. Kingdom of Ansteorra Law:
http://seneschal.ansteorra.org/forms/Kingdom_Law_October_2019.Final.pdf
 - b. SCA Governing Documents:
<https://www.sca.org/wp-content/uploads/2019/12/govdocs.pdf>
 - c. Kingdom of Ansteorra Seneschal Handbook:
http://seneschal.ansteorra.org/forms/Ansteorra_Seneschal_Handbook_October%202019.pdf

- d. SCA Seneschal's Handbook:
http://socsen.scaserver.com/wp-content/uploads/2019/10/2018-Jan_Seneschals-Handbook.pdf
 - e. Letter to Seneschals and Exchequers:
<https://treasurer.ansteorra.org/files/policies/LettertoSeneschals&Exchequers-May2015.pdf>
 - f. Theft: Procedures for Seneschals and Exchequers:
<https://treasurer.ansteorra.org/files/policies/theft.pdf>
 - g. An Autocrat's Guide to Site Rental Contracts:
http://seneschal.ansteorra.org/forms/Autocrats_Guide.pdf
 - h. Take the time to become familiar with handbooks and policies for all officer positions during your first 90 days. It is a time-consuming process, but well worth the time.
 - i. Familiarize yourself with the information stored in the Seneschal Google Drive. It includes tutorials, training documents, templates, and databases.
 - j. 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. You will need to call them in case of emergencies or injuries at practices, events, and demos.
 - a. Local Seneschal
 - b. Northern Regional Seneschal
 - c. Kingdom Seneschal
 3. You are required to publish a contact phone number. If you do not desire to share your personal number, Google Voice is a great tool. You can get a phone number that automatically forwards to your phone, and set it to display your SCA name or title so you always know what incoming calls are SCA related. You can also receive text messages and voicemails. (Outgoing calls show up as a restricted number.)
 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" and the "Namron Financial Committee" group chats on Facebook Messenger. We use these 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. Request that the Social Media Deputy assigns you as an administrator on all social media platforms.
 7. 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 Kingdom ServerAdmin at serveradmin@ansteorra.org. 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 webminister@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!
8. Verify that all baronial email accounts are active. Temporary passwords may be assigned in the event of a change in officer, or forgotten password. A tutorial document titled, "Officer Gmail Account Administration" is stored in the Seneschal Google Drive. For additional assistance with email accounts (additions, deletions, etc.), contact the Kingdom of Ansteorra ServerAdmin at serveradmin@ansteorra.org
9. Appoint an Emergency Replacement Deputy who can fulfill the duties of the office if you are unable to do so for any length of time. Submit their Modern name, SCA name, Membership, and expiration to the Northern Regional Seneschal.
10. Coordinate with the Treasurer to be added to the bank signatory list.
11. Log in to the Medieval Fair MIS at mis.medievalfair.org and update the contact information to your own. The username and password can be found in the "Passwords" file in the Seneschal Google Drive.
12. View and familiarize yourself with the report forms that you will use before you have a looming deadline.
 - a. Upon taking office, a change in the Office of the Seneschal, or every two years, a Review of Books must be completed.
<https://www.sca.org/wp-content/uploads/2019/12/SCAReviewofBooksReport.xls>
 - b. Reporting deadlines for your office:
 - i. Injuries- Marshals must report by telephone within 48 hours to the relevant Deputy Kingdom Marshal AND Kingdom Marshal. Ensure that you are notified, as well.
 - ii. Injury/Equipment Failures Report must be submitted within 30 days by using the form at:
<https://www.marshalreports.ansteorra.org/reports/missile/injuryform.htm>
A copy is sent to the local Seneschal.
 - iii. Practice and Demo Waivers- must be submitted by email to the Waiver Secretary at waivers@seneschal.ansteorra.org within 10 days of practice. A copy is sent to the local Seneschal.
 - iv. Monthly Reports are due by the tenth day of every month. Use the online form at: <https://ansteorra.org/seneschal/reporting/>
Send a copy to the local Landed Nobility.
 - v. Event Reports are due within 30 days. Ensure that the Treasurer and Marshals submit in a timely manner. Copies are sent to the local Seneschal.
 - c. The Chronicler maintains a database on Google Drive of all releases. The folder is shared to the Seneschal account. Please consult the "READ ME FIRST" file before using this resource.

13. Send the following information to the Northern Regional Seneschal at northern@seneschal.ansteorra.org from your official email:
 - a. SCA name
 - b. Modern name
 - c. Membership# and expiration
14. Attend the Round Table Seneschal Warranting and the Seneschal Meeting. Be sure to sign in!
15. Obtain all physical paperwork and miscellaneous equipment from the outgoing Seneschal within 30 days.
16. Ensure that Marshals regularly examine and maintain all equipment, and that safety standards are met.
17. Submit purchase requests to the Financial Committee for review at finance@namron.ansteorra.org. All approved purchase receipts will be submitted to the Treasurer.
18. Prepare and submit annual budget information as requested by the Treasurer. This typically occurs each November.

Key Responsibilities

1. Review and analyze all contracts before signing. If you need assistance, contact the Northern Regional Seneschal at northern@seneschal.ansteorra.org.
2. Reserve event sites at least one year in advance. A document titled "Event Site Points of Contacts," stored in the Seneschal Google Drive, may prove useful.
3. Complete all event paperwork submissions in a timely manner:
 - a. Black Star ad checklist, submitted with the Black Star ad per published deadline. Submit by email to: chronicler@ansteorra.org The checklist is available at: <http://chronicler.ansteorra.org/Forms/EventAdSeneschalChecklist.pdf>
 - b. A Request for Kingdom Calendar Event Form must be submitted by email to calendar@ansteorra.org. This form must be submitted even if the event is already on the calendar, as it doubles as the Event Steward Warrant. The form is at : <http://seneschal.ansteorra.org/forms/calendar%20request%20form.pdf>
 - c. Website calendar requests must be submitted using the "Submit New Event" button located near the bottom of the following webpage: <https://ansteorra.org/events/>. Contact the Kingdom Calendar Deputy at calendar@ansteorra.org if you need assistance.
 - d. Request a new copy of the Insurance certificate each January for use throughout the year. A separate request for the Medieval Fair must be submitted. Consult the "Proof of Insurance Request Tutorial" located in the Seneschal Google Drive, in the Information Sheets folder.
 - e. Submit the Medieval Fair Performance application, typically in October of each year, at: mis.medievalfair.org. The username and password can be found in the "Passwords" file in the Seneschal Google Drive.
4. Announce the openings and closings of bids for Event Stewards, Feasts and Taverns. Announcements will be made on the Namron Email List at namron@lists.ansteorra.org,

the Barony of Namron Facebook group, Populace and Business Meetings, and through any other appropriate means.

5. Announce the openings and closings of Officer applications. Announcements will be made on the Namron Email List at namron@lists.ansteorra.org, the Barony of Namron Facebook group, Populace and Business Meetings, and through any other appropriate means.
6. Review, update, and write baronial policies, when necessary.
7. Serve as a member of the Barony of Namron Financial Committee.
8. Review and sign bank statements and financial reports.
9. Ensure accurate and timely submission of waivers. You can view the list received by the Waiver Secretary at <http://seneschal.ansteorra.org/waivers/>. It is a good idea to maintain your own tracking form for waiver submissions. One is available in the Seneschal Google Drive in the Waivers folder. Use it, or create your own.
10. Oversee the retention of records. A "Record Retention Policy" document is stored in the Seneschal Google Drive, in the Information Sheets folder.
11. Maintain accurate and organized event records, using Google Drive and the Seneschal file box.
12. Review and approve demo requests.
13. Oversee the activities of official Barony of Namron events.
14. Ensure that all required signage is posted at the registration gate at events.
15. Communicate regularly with the Landed Nobility, and support their initiatives.
16. 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. In the absence of a Chronicler, the Seneschal must fulfill the duties of the office.
2. In the absence of a Social Media Deputy, the Seneschal will fulfill the duties of the office.
3. In the absence of a Calendar Events Deputy, the Social Media Deputy (if one is appointed) or the Seneschal will fulfill the duties of the office.
4. Verify that all Marshals are correctly listed on the Kingdom Warrant Roster and that their memberships (and background checks for Youth Marshals) are current.
secretary@marshal.ansteorra.org
5. Make a roster with your officers and deputies so you can call or email them. It is helpful to include their start/end dates in office (and/or warranting), as well as their membership and background check expirations. One is stored in the Google Drive as a Google Sheets document titled "Namron Officers Roster." You may use this one or create your own.
6. List all officer report due dates on the calendar if they're not there (double check that reporting periods haven't changed). Most are monthly, but some are quarterly.
7. Contact prospective members who expressed interest at demos in the activities of your office. Contact should be made within 72 hours.

8. Share regular announcements about official business on the Namron Email List at namron@lists.ansteorra.org and on the Facebook group at <https://www.facebook.com/groups/namron/>.
9. Provide current information on the Seneschalate to the Webminister at webminister@namron.ansteorra.org.
10. Provide current information on meeting times and locations to the Calendar Events Deputy at events@namron.ansteorra.org.
11. 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 Seneschal in some way. Consult with the Social Media Deputy if needed.
12. 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.
13. Prepare an agenda and lead the Barony of Namron Business Meeting each month for additional training and discussion of baronial business.
 - a. You may have a Deputy facilitate the Business Meeting on your behalf, however, you are still responsible for all content presented.
14. Prepare and publish minutes for the Populace and Business Meeting each month. Publish to the Namron Email list at namron@lists.ansteorra.org and to the Barony of Namron Facebook group.
15. 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 events, policy or law 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.
16. Provide support and policy guidance to the Outpost of Oak Spring segment of the Barony of Namron, located in Ada, Oklahoma.
17. 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. 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, the Emergency Replacement Deputy will be activated to serve as Seneschal 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 90 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!