

Board of Directors June Faire Position Descriptions and Responsibilities:

Event Steward/Chairman -

- Schedules and facilitates all meetings.
- Coordinates with Their Excellencies concerning the overall vision for the event.
- Prepares and presents an event bid to the Finance Committee.
- Oversees baronial officers, board members and dept. heads.
- Responsible for keeping the “big picture”, maintaining the vision for the event i.e. event policy decisions, site hours etc.
- Coordinates with the Baronial exchequer regarding budget, reimbursement and income from the event.
- Approves the Crier and event copy written by the Public Relations Coordinator.
- Assures that the EIF is filed.
- Appoints a Volunteer Deputy to find and schedule volunteers for the various activities, eg. site set-up and tear down, Friday gate help, ghosting, etc.
- Attends meetings between the Event Site Coordinator and the site owners.
- Keeps the populace informed and attempts to create excitement about the event to obtain their support.
- Coordinates with the Baronial Exchequer to prepare the final June Faire financial report.
- This position would rotate to a new person each year.
- Candidates for Chairman of the board would submit letters of intent to the Coronets, and the Seneschal.
- One pre-requisite for candidates for chairman, would be to have sat on the board during a previous June Faire, or have experience as an autocrat of a comparably sized event, and be a paid member of the Society.

Site Coordinator -

- Meets with the site owners/manager to negotiate contracts. This should be finalized as far in advance as possible, certainly no later than the January of the year of the event.
- Ensures that all necessary event permits are obtained. This includes fire marshal event permits, county permits, society permits. This process should begin in January. Consult with the Seneschal for assistance.
- Ensures that both equestrian(if needed) and required event insurance is obtained. This should be applied for at least 60 days before the event opens.

- Seeks bids from and negotiates contracts with waste management companies, and port-a-potty companies. These contracts should be finalized and signed no later than 60 days before the event.
- Seeks bids and negotiates contract for shuttle service if used. This should be accomplished no later than 60 days before the event.
- Prices straw bales (number to be determined by the Board based on the needs of the various activities planned) and makes arrangements for their delivery and distribution.
- Seeks bids and negotiates the rental truck agreement for transporting and returning equipment used for the event. This should be finalized no less than 30 days before the event.
- Coordinates with the Baronial Steward to arrange loading and unloading of the truck and access to the baronial storage lockers.
- Procures radio batteries, marking paint, glow rings, stakes and twine, and other miscellaneous supplies as needed. Coordinates with all board members, Baronial Officers, deputies, etc. to insure that all needed supplies are purchased and on site.
- Coordinates with board members, deputies, and baronial officers to determine the number of tables and chairs need and negotiates a contract with rental supply.
- Acts as a Liaison with State Patrol, Department of Transportation, local Sheriff Department, local fire and rescue, and the selected shuttle service (if used) regarding safety issues and notifications.
- Responsible for the placing of direction signs to the event, for SCA and modern attendance.
- Supervises the placement of biffies, hay bales, trash cans, water hoses, and dumpsters on delivery day.
- Ensures that trash cans and water hoses are available and picked up at the end of the event.
- Review all contracts with the Baronial Seneschal prior to signing.

SCA Coordinator -

- Responsible for the physical layout of the event.
- Appoints a Camping Deputy to lay out baronial, royal, visiting baronies, large group (usually 10 or more tents), and individual camping.
- Coordinates with the MIC regarding space or marshallate activities (archery, thrown weapons, armored combat, and rapier, as well as any planned missal guild activities).
- Coordinates or designates a deputy to coordinate reservations for space around the erics for royals, neighboring baronies, peers, baronial officers, lists, heralds, etc.

- Coordinates with Their Excellencies regarding special invitations to be sent out (and who will send them).
- Appoints a site Decorations Deputy who assembles a decoration set-up/take down crew, with the help of the volunteer deputy, using available banners etc.
- Works with the volunteer deputy to gather a lay-out crew to mark all of the various areas prior to the event opening and to have a crew to direct attendees to their various camping spaces as they arrive.
- Appoints a RV deputy to handle RV reservations and layout.
- Creates a site map with all of the areas designated, including biffies, and dumpsters.
- Consults with the Baronial Arts and Sciences Minister and the baronial Marshall to select who will coordinate the marshallate and the arts and sciences areas (determine how much land is needed, its layout, etc.). The Baronial Officers have first right of refusal. If the officers are unwilling to act as the coordinating deputy for their particular area they should be involved in the finding of an appropriate replacement.

Gate Keeper -

- Responsible for setting up and running the SCA and Modern Gates.
- Appoints a pre-registration deputy, determines pre-registration method, and coordinated with the camping deputy about reservations for group camping.
- If the JFBoD decides to have site tokens, coordinates both the making of the tokens and their distribution at the event.
- Coordinates with Site Coordinator regarding gate placement
- Coordinates with Chairman and Volunteer Deputy regarding ghosting issues
- Finds and negotiates contract with group running Modern Gate or staffs the gate for the duration of the event.
- Appoints a parking deputy who oversees all parking (SCA and modern), and who finds and negotiates a contract with group running parking or staffs the parking lots .
- Appoints a traffic deputy who oversees street crossing guards and helps find and negotiate a contract with a group to be crossing guards.
- Coordinates with the Baronial Exchequer regarding money drops, and all SCA paperwork including waivers and sign in sheets.

Merchant Liaison -

- Sets dates for application and selection deadlines.

- Determines the rules for application and acceptance.
- Advertises said date and rules, responds to questions, mails out merchant applications, and tracks said applications. Applications should be mailed out no later than January, so advertising of dates and deadlines should begin in December of the previous year.
- Selects a jurying committee (Their Excellencies, the A&S Minister, and any additional folks desired) to determine which merchants are selected.
- Informs all applicants of the jury's decision. Informs accepted applicants of the deadline for payment of fees, and send contracts to be signed and returned. Informs non-accepted applicants of the reasons for non-acceptance and suggestions for improving their compliance with the criteria. If there are merchants who were acceptable but for whom there was no space, inform them that if they desire they will be placed on a waiting list.
- Coordinates with the SCA Coordinator concerning space requirements for the merchants.
- Responsible for laying out the merchant space.
- Is on-site on the day designated for merchants to set-up, and remains on-site until all merchants have left at the end of the event.
- Is available throughout the event to handle questions or issues that arise with the merchants.
- Sets merchant hours during the event.
- Coordinates with the Site Coordinator about the health and fire inspection regulations and timing.
- Deals with merchant needs including power and water, fire regulations, etc.

Continuity Coordinator -

- Takes minutes at all meetings and distributes them to Board members prior to the next meeting.
- Keeps the information that does not change year to year.
- Coordinates with board members and dept. heads to eliminate duplicate work.
- Ensures that baronial and event policies and procedures are being followed and advises the Event Steward of same. (Or at least consulted.)
- Coordinates with the Board members to establish timelines.
- Maintain the Continuity Book, adding to it where needed.
- Records decisions and processes.

- Takes notes at all June Faire related meetings, including populace meetings.

Public Relations Coordinator –

- Responsible for all publicity, newspapers, radio, posters, flyers, etc.
- Responsible for arranging for highway signs (e.g., in Poulsbo, at 4 corners and Central Market). The Poulsbo sign should be reserved approx.. may of one year for the following year.
- Writes the Crier copy for the event in concert with the Event Steward.
- Appoints someone to do the site handout.
- Reserves and coordinates the library display at the Sylvan Branch of the Public Library. Currently reservations can be made 3 months ahead, so in February for May.
- Coordinates with the Baronial and the Kingdom Web Ministers for website information and updates.
- Presents the Viking Fest Parade information to the Board and populace. Coordinates the entry plans if the decision is to participate.
- Works with the Volunteer coordinator to ensure advertising of volunteer opportunities.
- Coordinates with the Kingdom Media Officer as necessary.
- Writes and distributes press releases, including the use of FaceBook, the Baronial webpage, TV, radio, newspapers.
- Creates and distributes biffy flyers, beginning in January (for Ursulmas).
- Creates and distributes flyers (and perhaps posters) for modern display and for the Viking Fest Parade if it is decided to participate.

While these positions are ultimately responsible for the event, many of the responsibilities should be delegated to other volunteers, under the supervision of the board member. i.e. the SCA Coordinator should have a camping deputy, the Gate Coordinator, a parking deputy, etc.

Either one or both of the Coronets have a consulting position on the board. The Seneschal, who is the legal representative of the organization, is also a consulting member of the board.

Members of the June Faire Board should be prepared to be active members for the entire process, including attending all meetings and being on-site throughout the entire event.

It is recommended that Baronial greater Officers not hold any Board position or take on a deputy position with the exception of the Baronial A&S Minister and the Baronial Marshal who are each responsible for the layout and “vision” of their respective areas. It has been recommended that these two positions become official Board positions as they are each responsible for major land and activity areas. No action has yet been taken on this recommendation. At the very least they should be considered adjunct members of the Board and be consulted about their land needs and vision early in the process.