

# Appendix 1: Officer Descriptions

## The Seneschal

The Seneschal is the branch President and acts as the administrative head and legal representative of the Barony. The Seneschal is responsible for the smooth functioning and continued communication between the Officers of the Barony. This is a Kingdom warranted position, which is required to send quarterly reports to a designated Kingdom Officer.

- a) Is responsible for the coordination of Society activities in the Barony
  - i) Reserves the date for all Baronial events, as outlined in Article VIII, as early as the Kingdom Calendar policy allows.
  - ii) Steps in as Event Coordinator for events in case of emergency.
- b) Serves on the Financial Committee with one vote.
- c) Moderates Baronial business meetings, ensuring that they are conducted in accordance with the Customary (Article VI).
  - i) If the Seneschal is unable to attend a meeting, the Deputy Seneschal or a substitute acceptable to the Coronets must be found or the meeting rescheduled.
- d) Holds and fulfills the duties of vacant offices until filled or placed in abeyance.
- e) Acts as an advisor to the June Faire Committee
- f) May act as a moderator on public unofficial or official Baronial Social Media.

## The Social Media Officer

A Deputy Officer position who reports to the Seneschal and is also warranted through the Kingdom Social Media Officer. The Social Media Officer is responsible for maintaining and monitoring all branch social media accounts including but not limited to Facebook, Twitter, Instagram, and Youtube in coordination with the Seneschal and the branch Webminister.

Additional duties include:

- a) Join and be involved in the Kingdom designated communication paths including social media and official email.
- b) Branch event creation on appropriate social media sites for branch or branch sponsored activities and events.
- c) Creating or coordinating the creation of print and online media to advertise for branch and branch sponsored Kingdom Events.
- d) Coordinating with Event Stewards for branch or branch sponsored events so that they are advertised

## The Exchequer

The Exchequer is the treasurer of the Barony and is responsible for the handling of all SCA funds within the Barony as described by the Kingdom and Society Exchequer handbooks.

Leads the Finance Committee and moderates the Finance Committee meetings. This is a Kingdom warranted position, which is required to send quarterly reports to a designated Kingdom Officer.

- a) Oversee the Steward, the Librarian, and the Finance Committee Clerk.
- b) Act as advisor to the June Faire Committee.
- c) Attend regional Exchequer symposiums, as able, in order to stay up to date on changes to law and policy. These trainings may be in person or via video conferencing.
- d) It is not a requirement that someone holding this Office have a degree or previous modern life job training in this type of position.

## The Steward

A Deputy Officer position attached to the Exchequer, may be referred to as the Chamberlain in other branches or by Kingdom. The Steward is responsible for maintaining the Baronial inventory and storage unit. Additional duties include:

- e) Coordinating repairs and replacement of Baronial equipment.
- f) Assisting Event Stewards in coordinating items to go to and from the Storage unit to the event site. There is no default expectation that the Steward will transport the items.
- g) Coordinate with and support the Librarian.

## The Librarian

A Deputy Officer position attached to the Exchequer that maintains the Baronial Library. The Librarian lends Baronial books out to SCA paid members and may bring books to Social or Baronial events.

## Finance Committee Clerk

Takes notes during the Finance Committee Meeting, compiles them into minutes, and presents the minutes to the Finance Committee for approval.

## The Golden Dragon Pursuivant (Baronial Herald)

The Herald acts as the voice of the Crown and of the Crown's Representatives, the Coronet. The Dragon's Lair Baronial Herald uses the title of Golden Dragon Pursuivant. This is a Kingdom Warranted position, which is required to send quarterly reports to a designated Kingdom Officer.

- a) Provide heraldic services to the Barony including consultations, field heraldry, town cries, and court heraldry. The Baronial Herald is not required to be an expert in all areas but should know who to call upon to provide the services.

## The Baronial Marshal

The Baronial Marshal is responsible for the conduct of Society-legal armored combat within the Barony. This is a Kingdom warranted position, which is required to send quarterly reports to a

designated Kingdom Officer. Gathers the quarterly waivers from all appropriate marshal activities to be sent to the Kingdom Warrants Deputy. Duties and responsibilities are as described in the SCA Marshal's Handbook with the following additions:

- a) Supporting the Baronial Marshal Deputy Officers, which include the Chief Archer, the Equestrian Marshal, the Heavy Weapons Marshal, the Minister of Lists, the Rapier Marshal, the Siege Weapons Officer, the Thrown Weapons Officer, and the Youth Combat Officer.
  - i) Frequently, the Baronial Marshal also fulfills the duties of the Heavy Marshall, this is not required and can be filled by a Deputy.
- b) Submitting Kingdom reports for those Marshal Office roles not filled by a Deputy.
- c) Maintenance and inventory of the Baronial heavy combat loaner gear.

## Baronial Marshal Deputies

The Baronial Marshal Deputies are the Chief Archer, the Heavy Marshal, the Minister of Lists, the Rapier Marshal, the Siege Weapons Officer, and the Thrown Weapons Officer. The Equestrian Marshall position has been moved to in abeyance due to lack of Baronial interest. If a deputy position is empty it is the responsibility of the Baronial Marshal to ensure that all associated tasks are completed.

The Deputy Marshal positions are not required in order to maintain Baronial status but are warranted through the Kingdom and do report to a designated Kingdom Officer quarterly.

## The Chief Archer

The Chief Archer is responsible for the conduct of Society-legal target archery within the Barony. Duties and responsibilities are described in the An Tir Book of Target, the An Tir Book of Combat, and the SCA Marshal's Handbook. If archery via horseback occurs, the An Tir Book of Horse must also be consulted.

- (a) Run the weekly archery practice for both long and short range, coordinating with Baronial archery marshals to ensure appropriate coverage.
- (b) Maintain Baronial loaner gear in appropriate condition and supply annual inventory to Baronial Steward as requested.
- (c) Submit scores in a timely manner and by deadlines set by Kingdom and Society.
- (d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Archery.

## The Heavy or Armored Marshall

The Heavy Marshall, also referred to Armored Combat, is responsible for the conduct of Society-legal heavy armor combat within the Barony. Duties and responsibilities are described in the An Tir Book of Combat, and the SCA Marshal's Handbook.

- a) Run the weekly heavy combat practice and make sure that all waivers are appropriately signed or find someone to run them for you.
- b) Assist in running Baronial tourneys, Championships, and potential Kingdom activities hosted by the Barony.

- c) Maintain Baronial loaner gear in appropriate condition and supply annual inventory to the Baronial Steward in January.
- d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Armored Combat.

### The Minister of Lists

The Minister of Lists is responsible for running tournaments at Baronial events, which will include Baronial Championships and may include Crown Tourneys.

- a) At Tournaments:
  - i) Confirm that all combatants have fighter authorization cards.
  - ii) Arrange and record the pairing of fighters at tournaments and demonstrations.
  - iii) Compile a roster of fighters in their area with a note on the qualifications of each.
  - iv) See that combat waivers are brought to and used at all functions which might involve fighting (armored combat, combat archery, rapier combat, or youth armored combat).
  - v) Assist the Kingdom List Minister at Kingdom events as available, work in conjunction and cooperation with the marshals and heralds to ensure a smoothly run event.
- b) Maintain and stock the Lists box with appropriate forms as needed.
- c) Provide an inventory to the Baronial Steward annually, as requested.
- d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Lists.

### The Rapier Marshall

The Rapier Marshall, is responsible for the conduct of Society-legal rapier and cut-and-thrust combat within the Barony. Duties and responsibilities are described in the An Tir Book of Rapier Combat, An Tir Book of Cut & Thrust Combat, and the SCA Marshalls' Handbook.

- e) Run the weekly rapier practice and make sure that appropriate Marshalls are present and all waivers are appropriately signed.
- f) Assist in running Baronial tourneys, Championships, and potential Kingdom activities hosted by the Barony.
- g) Maintain Baronial loaner gear in appropriate condition and supply annual inventory to the Baronial Steward in January.
- h) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Rapier.

### The Siege Officer

The Siege Officer is responsible for the safe development and use of Society-legal siege equipment within the Barony. They are also responsible to ensure crew are trained for Heavy Combat siege engine use and/or for the developing Target Siege program. This is a Kingdom warranted position which requires quarterly reporting. The duties and responsibilities are described in the An Tir Book of Combat, the An Tir Book of Target, the SCA Marshal's Handbook, and the SCA Siege Engines Handbook.

- a) Run practices and training sessions for both Combat and Target use of siege engines.
- b) Report scores for Target siege activities within the time range stipulated by the Kingdom
- c) Ensure that the Baronial siege engine is stored and maintained in good working order.
- d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Siege.

### The Thrown Weapons Officer

The Thrown Weapons Officer is responsible for the conduct of Society-legal target thrown weapons within the Barony. This is a Kingdom warranted position which requires quarterly reporting. The duties and responsibilities are described in the An Tir Book of Target and the SCA Marshal's Handbook.

- a) Run the throwing range for weekly practice, as weather permits, as well as at Baronial events and Baronial hosted Kingdom events.
- b) Report scores within the time range stipulated by the Kingdom.
- c) Maintain loaner gear in appropriate condition and submit an inventory to the Steward annually as requested.
- d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Thrown Weapons.

### The Youth Armored Combat Officer

The Youth Armored Combat Officer is responsible for the conduct of Society-legal youth armored combat as described in the Society and Kingdom YAC Manuals.

- a) Successfully apply for and pass a Society background check.
- b) Run YAC practices.
- c) Promote and support YAC activities at Baronial events and Baronial sponsored Kingdom Events.
- d) This includes maintenance and inventory of the Baronial YAC loaner gear.
- e) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Youth Armored Combat.

### The Youth Rapier Officer

The Youth Rapier Officer is responsible for the conduct of Society-legal youth rapier as described in the Society Youth Armoured Combat and Kingdom Youth Rapier Manuals.

- a) Successfully apply for and pass a Society background check.
- b) Run Youth Rapier practices.
- c) Promote and support Youth Rapier activities at Baronial events and Baronial sponsored Kingdom Events.
- d) This includes maintenance and inventory of the Baronial Youth Rapier loaner gear.
- e) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Youth Rapier.

## The Minister of Arts and Sciences

The Minister of Arts and Sciences is a Kingdom warranted position responsible for reporting quarterly to the Kingdom Officer. They are also responsible for fostering the practice of period arts and sciences within the Barony, including participation in the Dragon's Laire Scholars Program. Duties include:

- a) Organize and support the annual Arts & Sciences presentation and Championships, Bardic presentations and Championships, and Scholars program presentations.
- b) Schedule and oversee A&S play days, which are typically held in April and late October/early November.
- c) Organize and support A&S and Bardic activities at other Baronial events and Socials.
- d) Recruit and support deputies to assist with tasks and projects as well as the Games Minister position.

## The Games Minister

It is the responsibility of the Games Minister to promote, teach, and support the practice of playing medieval games and pastimes. Games Ministers are encouraged to host activities at Social and Baronial events and are supported if they choose to pursue hosting medieval game nights. Other duties include:

- a) Maintain, and inventory the Baronial game supply.
- b) Provide the updated inventory to the Steward in January.

## The Chatelain(e)

The Chatelain(e) is a Kingdom warranted Officer position and is the primary point of contact for newcomers to the Barony. They submit quarterly reports to their Kingdom Officer. Chatelain(e)s may have multiple deputies. Other duties include:

- a) Setup and arrange for volunteers to be in the Chatelain(e) booth at June Faire.
- b) Maintain Gold Key including checking out and in items as well as repairs and replacements as needed. This task may be assigned to a deputy.
- c) Coordinating and scheduling demonstrations for schools, civic groups, and other interested organizations.

## The Chronicler

The Chronicler is a Kingdom warranted Officer position but does not need to submit quarterly reports. They act as the recording secretary for the Branch, collating the Finance meeting notes, monthly officer reports, and Business meeting notes into, "The Flames," and then they work with the Webminister to publish them on the Branch website.

## The Baronial Scribe

The Baronial Scribe assists the Coronets when the Coronets recognize worthy members of the Baronial populace. This position does not have a Kingdom warrant.

- a) Coordinate with the Coronets, prior to each Baronial event, the number and type of charters and scrolls that will be needed for the event and ensure that an adequate supply is available.
- b) Assist in networking for the creation of original scrolls for Baronial and Kingdom Orders and awards.
- c) Keeps a list of the active scribes in the Barony.

## The Webminister

The Webminister position is Kingdom warranted. The Webminister's duties and responsibilities are described in the, "Society Webminister's Handbook." and also include

- a) Maintaining the Baronial website and ensuring all host and domain name fees are kept current.
- b) Supports the June Faire Committee PR Point-of-Contact and assists with or maintains any Kitsap Medieval Faire websites.
- c) Maintain the Baronial Calendar; this may be done by a Deputy.
- d) Maintains a master copy of accounts with administrative login capabilities related to Baronial business including but not limited to the Baronial e-list, Facebook, Instagram, or electronic store fronts.
- e) Coordinates with the Chronicler to post the Flames or finance and business meeting minutes and reports in a timely manner.
- f) Maintains the branch video conferencing software as approved by the Dragons' Laire Finance Committee and in keeping with Kingdom and Society policy.

## Social Media Officer

The Social Media Officer is a deputy position attached to the Seneschal and is not warranted through the Kingdom but the Kingdom Officer should be notified. They do not do a quarterly Kingdom report. Duties are outlined in the Social Media Policy of the SCA and the Social Media Policy of the Kingdom of An Tir.

- a) The SMO shall be at least one of the administrators from the Baronial Officers on all approved Social Media accounts designated official
- b) Shall coordinate with the Baronial Event Coordinators to advertise and promote Baronial Events.
- c) Shall coordinate posts, about events and topics of interest, to Populace across Social Media accounts to generate and maintain interest.

## FAE - Family Activities and Events

The FAE, Family Activities and Events, is a deputy position to the Seneschal, this position is warranted through the Kingdom Seneschal. The FAE is tasked with arranging opportunities for the education and entertainment of youth and families at Baronial and Baronial hosted Kingdom Events.

- a) Officers must pass a background check through the Society.
- b) Coordinate with other Officers, Guilds and Groups, and members of the Populace to provide family and youth friendly activities at Baronial events, including Social, in accordance with established Society and Kingdom policies.
- c) These activities may include activities related to the YAFA program but the FAE is not required to be a YAFA mentor (Section 4.09).
- d) This position is NOT a babysitting service. Activities will include age ranges with allowed participants and required parental presence.

## Positions in Abeyance

### Equestrian Deputy

The Equestrian Marshall Deputy is responsible for the conduct of Society-legal equestrian activities within the Barony. Duties and responsibilities are described in the An Tir Book of Horse, the Appendixes for the An Tir Book of Horse, and the SCA Equestrian Marshall's handbook.

### Baronial Champions

The Champions of Dragon's Laire shall attend all Baronial events, within reason. They shall display the Champion's regalia at all events they attend throughout the year and proudly represent the Barony. They shall enhance their craft through classes, presentations, drills, demonstrations, projects, and or any other activities that provide avenues for sharing and learning.

### Guild Ministers and Groups

Guild Ministers and Group Leaders are not warranted officers through the Barony or Kingdom but they provide a valuable service and their activities support the goals of the Populace. They are requested to report, monthly or quarterly depending on their own meeting and or activity schedule, through the Barony webpage. This allows the Populace to remain aware of activities and projects they may wish to participate in and the Arts & Sciences Minister to track the activities of the Barony for their quarterly Kingdom reports.