Thank You for taking on the role of Seneschal

The Kingdom stands on the dedication and efforts of its groups, each led by their Seneschal's example.

Origin of Seneschallate

- Historically, a seneschal was an official in the household of a sovereign or great noble, to whom the administration of justice and entire control of domestic arrangements were entrusted
- The SCA Seneschallate has evolved to accomplish similar purposes for our groups and Kingdoms

Leadership

- You are the leader of your group
- They will look to you as the example to follow
- Make sure your attitude is worth catching
- Teamwork is paramount
- You have the responsibility to ensure all reports are done on time and rules are followed
- Local Peers can be a great support network
- Leading does not mean doing everything yourself

Duties

- Chair your regular group meetings, typically monthly
- Report regularly to the Kingdom Seneschal and your B&B if you are in a Barony, Baronial Seneschal if you're a Canton or College
- Supervise your group officers and ensure they report as required to their Kingdom Officer, with a cc to you
- Sign off on any event forms – only *you* can make an event official
- Local legal representative of SCA and media liaison (with approval of Kingdom Seneschal)
- Monitor the financial membership of your group via the Registry site on the Lochac website. Ask the Kingdom Seneschal how.
- Be familiar with Corpora, the Laws of Lochac and the Lochac Procedures Manual as it is your role to see that these are followed

Meetings

- Make sure local populace knows the date, time and place of the monthly meeting
- Preferably prepare and publish an agenda in advance as this will assist in covering everything necessary
- Remind officers to submit reports – in writing in advance if unable to attend (emailed reports make for quick minutes!)
- Appoint a person to take minutes – don't try to do them yourself. Publish them promptly to the whole group!
- Minutes are not 'final' until they are accepted at the next meeting
- Always follow up on items not completed – easy to miss!
- Allocate tasks to specific people, with target dates

Reports

- Your reporting dates are on the Lochac Seneschal's webpage: http://lochac.sca.org/seneschal/incoming-reports.htm
- Must be submitted on time, preferably online
- Group can be put into abeyance if reports are not received
- An email update to the Lochac Seneschal is better than nothing
- Content – Statistics, Events, Plans, Problems, Achievements, Media Coverage etc.
- If a local office is vacant, the Seneschal is responsible for submitting that report as well
- Make sure your local officers are reporting to their Kingdom superiors *as well as* to you

Local Officers

- Seneschal, Reeve, and one of Herald, Marshall and/or A&S Officer are compulsory positions (all are needed for a Barony)
- Others are preferred for smoothing running
- If no officer in position it falls to Seneschal to undertake the required report for the role
- Positions must be advertised locally by announcement at the meeting, in the newsletter and/or via group website
- Applications received are forwarded with outgoing officer recommendation (and that of B&B if a Barony) to the relevant Kingdom Officer for appointment
- All SCA officers are not 'elected' but are appointed, so they are not a popularity contest

Events

- Seneschal (or B&B) must sign off on Event Notice for Pegasus
- Must be approved by Seneschal. Should be promoted locally via newsletter and/or group website and mailing list, so that any who wish knows of it and can book
- Steward *must* report to Seneschal and Reeve
- Seneschal maintains overall responsibility to ensure that the event is well run and safe. A steward is your deputy!
- **Must not conflict** with nearby Kingdom events: May and November Crown, Twelfth Night or Midwinter Coronation, unless prior approval is obtained from Crown
- Ensure that correct sign-in forms are used at all activities including demos and, in Australia, fighter training

Challenges

- Internal politics – try hard to limit this, don't be partial
- Strong households – can be a great asset but a challenge if not handled well
- Personalities – all sorts make up SCA – treat all with respect
- Strategic Planning – always a good idea to know where your group wants to head for the future
- Officers – monitoring local performance
- Profile/PR – does your community know your group exists? Can they contact you? Is your website up to date?
- Membership Growth – *always* needs to be considered to make the group vital and sustainable

Communications

- Try to have at least one good deputy and keep them up to date
- A mailing list and/or regular newsletter is essential
- A current and regularly updated website is a great asset – what does yours say about your group?
- Can your local mundane community find you?
- Maintain contact with other SCA groups and encourage wayfaring when possible
- Make sure you 'lead' not 'rule'

Available Support

- Kingdom Seneschal and website
- Other seneschals, including CoS mailing list
- Your Baronial seneschal if a Canton or College
- Your own deputies
- Your group's other officers
- Your local Peers
- If you are a protégé, your Pelican

Resources

- Lochac website http://lochac.sca.org
- SCA website http://sca.org
- Good virtual demo http://scademo.org
  Kingdom Seneschal's site, including:

  Corpora

  Laws of Lochac

  Lochac Procedures Manual

  New Seneschal's Handbook