

# KINGDOM CHATELAINE/CASTELLAN

## The Purpose of the Office

The purpose of the chatelaine/castellan(hereinafter referred to as the "chatelaine") is threefold:

1. To act as the press officer of the group, ensuring along with the senechal that any information that goes out to the public conveys a true sense of the purpose and intent of the SCA and that all information is conveyed in a respectful and courteous manner.
2. To encourage people who show an interest to join the SCA and become involved in their local group.
3. To help new members become quickly assimilated and comfortable with the SCA and their local group.

## Responsibilities of the Kingdom Chatelaine

1. Know and understand Corpora and the Laws and Policies of Aethelmarc.
2. Report to and work with the Society Chatelaine.
3. Maintain an up to date roster of all the chatelaines in Aethelmarc.
4. Designate an emergency deputy, and regional deputies and give them jobs to do.
5. Communicate often.
6. Report to Curia Regis, to the Kingdom Seneschal, and to the Kingdom. Submit appropriate articles and reports in the Kingdom newsletter.
7. Spend time helping and welcoming new members into the society.

## Responsibilities of Group chatelaines

1. Be familiar with Corpora and with the laws and Policies of Aethelmarc.
2. Report to the Kingdom Chatelaine every January 15, April 15, July 15 and October 15.
3. Organize and attend demos, both for recruitment and educational purposes.
4. Provide handouts about the SCA to prospective members and the public wherever appropriate.
5. Take a list of prospective new members at each demo. Keep a list of interested persons and follow up on them on a regular basis.
6. Respond in a prompt fashion to anyone who shows interest in the SCA.
7. Chatelaines should always be aware that their language, attitude and demeanor will often be the first impression a new member gets of the SCA. Answering-machine messages should be clear and courteous, and chatelaines should be careful not to use words that can be misunderstood or cause offense or annoyance (words such as "newbie" and "mundane" for example).
8. Chatelaines should never be pushy; we are not trying to sell anything. Nor should a chatelaine bring his/her own bias toward or against any group of people or household into his/her office. A chatelaine should at all times, no matter their personal bias, be diplomatic and very respectful of the accepted establishment of the Kingdom.
9. Encourage established members to be involved in all the aspects of recruiting and establishing new members. Using mentoring wherever possible.
10. Hold new-member meetings and assist the new member to quickly become comfortable with the group.
11. Keep an eye out for new members at events and be the one to make them feel at home, even if the event isn't in your group. Introduce them to people who share similar interests. Remember that wherever you are, you represent the hospitality of Aethelmarc.
12. Maintain a "Gold Key" collection of garb and feast gear. Keep the "Gold Key" looking decent. A new member should be pleased to be seen with it. Bring the gold key with you to all local events.
13. Advise the newcomer on sources for buying fabric and other SCA necessities, on how to become a member of the SCA, and on court etiquette, especially before an event where Royalty will be attending.
14. Get to know your fellow chatelaines and help each other out. If you are attending Pennsic, volunteer for at least one shift.

In four words: be HELPFUL, COURTEOUS, DIPLOMATIC and WELCOMING.

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