

## Local Chatelains, Hospitallers, and Castellans of Æthelmearc

### ***Job Description:***

A local member of the Chatelain office is the officer in charge of the recruitment of and the transition of newcomers into the SCA. Most commonly, chatelains use the tools of demonstrations, newcomer-specific activities and event activities, Gold Key, newcomer classes and workshops, newcomer guilds, and outreach and educational resources to be the central contact and educational point for newcomers within his or her local group.

### ***Responsibilities:***

1. Every local branch (regardless of size) is encouraged to maintain a Kingdom “rostered” Chatelain/ Hospitaller/Castellan. A local officer of the Chatelain’s office shall:
2. Become “rostered” and maintain your roster on the Kingdom level.
3. Become familiar with the SCA, Inc., Kingdom, and local group Bylaws and Policies, Society and Kingdom Chatelain policy, guidelines, and handbooks, Society Demo policy, Society and Kingdom Media policy, and SCA Organizational Handbook.
4. Become familiar with Kingdom custom.
5. Become familiar with Western European History.
6. Mentor a deputy(s) who would be ready to take over the office should the official chatelain has need to step down, and/or help the local chatelain run the office or office components.
7. Act as a central point of contact for newcomers and relocated SCA members for your local group and respond to inquiries within a reasonable amount of business days.
8. Create and implement a Newcomer Recruitment and Retention Strategy.
9. Supervise and/or assist with Demos, consult with your seneschal and media deputy/officers.
10. Educate new members on the culture and traditions of the SCA, the Kingdom of Æthelmearc, and the local Chapter; and serve as an Information Clearinghouse and referral service.
11. Report to your Kingdom Chatelaine Regional officer at least once a quarter (Reporting periods begin the 1<sup>st</sup> of the following months and end on January 10, April 10, July 10, October 10). Reports can be made through our online report form, by private email, or by post.
12. Maintain a Gold Key/loaner closet.
13. Report to your local group monthly through business meeting reports. Also, the

local chatelain shall communicate the local office's plans and needs with the local group through local group newsletter submissions and/or an email list serve.

14. Keep records of your local chatelain activities, projects, and reports.

## **Local and Regional Officer Roster:**

Local Chatelain officers are polled in by their group as the best candidate for the position. To be officially placed on the roster on the Kingdom level to your post, you must submit a letter to the Kingdom Chatelain, VIA YOUR REGIONAL DEPUTY, of your group's decision, containing at a minimum: your group's name, your SCA and legal names, mailing address, a statement that you have been polled in as the local Chatelain officer, and proof of membership. A letter from both the previous Chatelain officer and/or the local seneschal is also recommended. This letter should reflect that you are, in fact, the newly selected officer. You will remain the "rostered" Chatelain officer for your local group until the Kingdom Chatelain receives a letter, VIA YOUR REGIONAL DEPUTY, of your resignation or letters that install your replacement.

- 1. If a local chatelain does not report to Kingdom/Region for two successive reporting periods that local chatelain will be considered to have resigned from their office. He or she will be removed from the Kingdom roster and his or her local seneschal will be informed of the issue.*
- 2. If the local chatelain does not report there after for one reporting period thereafter, they shall be removed from office.*
- 3. Local chatelains can also be removed from office if their membership lapses.*
- 4. In all cases, the deputy or group Seneschal will be expected to report until the office is once again filled by a "rostered" Chatelain.*

## **Local and Regional Officer Roster:**

Local Chatelain officers are polled in by their group as the best candidate for the position. To be officially placed on the roster on the Kingdom level to your post, you must submit a letter to the Kingdom Chatelain, VIA YOUR REGIONAL DEPUTY, of your group's decision, containing at a minimum: your group's name, your SCA and legal names, mailing address, a statement that you have been polled in as the local Chatelain officer, and proof of membership. A letter from both the previous Chatelain officer and/or the local seneschal is also recommended. This letter should reflect that you are, in fact, the newly selected officer. You will remain the "rostered" Chatelain officer for your local group until the Kingdom Chatelain receives a letter, VIA YOUR REGIONAL DEPUTY, of your resignation or letters that install your replacement.

1. *If a local chatelain does not report to Kingdom/Region for two successive reporting periods that local chatelain will be considered to have resigned from their office. He or she will be removed from the Kingdom roster and his or her local seneschal will be informed of the issue.*
2. *If the local chatelain does not report there after for one reporting period thereafter, they shall be removed from office.*
3. *Local chatelains can also be removed from office if their membership lapses.*
4. *In all cases, the deputy or group Seneschal will be expected to report until the office is once again filled by a "rostered" Chatelain.*

## **Media Contact:**

*The media (whether television, print or online) is not, and should not be considered, a primary recruiting tool. The best recruiting tool that any of us have is a firm handshake combined with one-on-one interaction. In addition to the Society Media Policy, media activity is also governed by the Æthelmearc Media Relations Officer's Procedures. Please familiarize yourself with all of these documents and refer to the Kingdom Chatelain Handbook for specific applications of the Media policy in regards to recruiting. <http://www.sca.org/docs/mediapolicy.pdf>*

## **The Internet:**

We may re-create pre-17th century European history, but we live in the 21st century. Take advantage of available technology. Web pages, mailing lists and instant messaging are very useful tools for attracting newcomers and maintaining contact. A local chatelain using the Internet shall:

1. *Keep all contact with newcomers through official email and email lists as formal as possible, so as to keep personal and office business separate.*
2. *List, on an email newsletter or mailing list email, the instructions to the newcomer as to how they may unsubscribe themselves from the mailing list. Unsolicited email (also known as spam mail) is not an acceptable form of recruiting.*
3. *Create, or have a deputy create, web pages which are welcoming, interesting and informative for newcomers, quick to load, and easy to navigate. Your web page should, at a minimum, meet the standards set forth by Kingdom and Society Web Office for office websites.*
4. *Use web communities and user-posting websites with wisdom on behalf of their local group. While it is not the intention of this office to limit activities on web communities and user-posting websites (like Myspace and Youtube), it is an arena where good sense needs to prevail. Think before you post. Please refer to media policy, web minister policy, and the Kingdom Chatelain Handbook for more specific information about this issue and copyright permissions. It is never a bad idea to work with the local web minister and/or seneschal to create pages or postings on behalf of your local*

*group.*

5. *Consider Internet safety for both the officers involved and newcomers. It is very strongly suggested that when meeting newcomers for the first time in public, after having been acquainted with them on the Internet, to meet in a public place and to use common sense for safety and comfort of both the officer and the newcomer.*

*Printed August 09*