

Regional Officers:

Job Description:

A regional deputy to the Kingdom Chatelain helps collect and compile local officer reports, sets regional goals for the office, helps train and educate local officers in office duties and responsibilities, and keeps the lines of communication open between Kingdom and local levels.

Regional Officer Responsibilities:

1. The regional deputy positions of the Kingdom Chatelain Office are appointed positions by the Kingdom Chatelain. There shall be one Kingdom-level deputy per region of Aethelmearc. Each of the regional deputies should have an emergency deputy, if not an active full-fledged deputy.
2. A regional deputy shall be familiar with the laws and policies of the Society for Creative Anachronism, the Kingdom of Aethelmearc, and the Office of Chatelain on all these levels.
3. A regional deputy is in charge of creating and maintaining a regional roster of all local chatelains or the contact information for the local group seneschal if the office of chatelaine is vacant in that local group. The roster information shall include: full SCA and modern name, mailing address, phone number, membership number and expiration date, email address, term of office expiration date, and deputy name and contact information.
4. A regional deputy is in charge of collecting all local officer reports from the specified region. Once reports are collected and read, the regional deputy shall create a summary report based on the information in the local reports, their personal recommendations and/or any conflict resolution conducted that quarter, regional chatelain projects. The regional deputy needs to include his or her full SCA and modern name, mailing address, phone number, email address, membership number, and deputy name and contact info with each report. Reports can be filed by private email to ae.chatelain@aethelmearc.org. The regional deputy shall report to the Kingdom Chatelaine by the 15th of the reporting month (January, April, July, and October).
5. A regional deputy shall guide, encourage, and mentor local officers in office work and leadership skills.
6. A regional deputy is expected to communicate, at minimum, on a quarterly basis with his/her local chatelains in order to assess job performance, office status, and answer any questions.
7. All Kingdom Deputies shall be a team leaders and teamwork coordinators for local officers.
8. A warranted Web Minister will be appointed to administer the Kingdom Chatelain web site and Online Newcomer's Guide and report quarterly to both the Kingdom Chatelain and Kingdom Web Minister.