

## BARONY OF NORDSKOGEN Officer Policies

These are the official policies regarding the officers of the Barony of Nordskogen, approved June 19, 2013. These policies apply to the Barony of Nordskogen proper, and not her Cantons and Colleges, as those bodies may maintain their own bylaws and policies. However, as per Corpora, Canton and College officers are encouraged to copy their Baronial counterparts on all reports to the Kingdom.

Because the selection process and the duties of the Baronage are defined by Corpora and Kingdom law, no further mention is made here of this office.

### I. OFFICERS

- A. Great Officers are those baronial officers who are responsible directly to a kingdom officer. The baronial populace recommendations for these offices are determined via a secret poll. Required officers are marked by "\*" .
1. \* Seneschal (president) – responsible to Kingdom Seneschal
  2. \* Chancellor of the Exchequer (vice-president and treasurer) – responsible to Kingdom Chancellor of the Exchequer
  3. \* Pursuivant – responsible to Polaris Herald
  4. \* Chronicler – responsible to Kingdom Chronicler
  5. \* Group Marshal(s) as needed to support baronial activities – responsible to Kingdom Marshal for corresponding activity
  6. \* Minister of Arts and Sciences – responsible to Kingdom Minister of Arts and Sciences
  7. Chirurgeon – responsible to Kingdom Chirurgeon
  8. Chatelaine – responsible to Kingdom Chatelaine
- B. Lesser Officers are those baronial officers who report to a Baronial Great Officer. The baronial populace recommendations for these offices are determined via a secret poll.
1. Quartermaster – responsible to Baronial Chancellor of the Exchequer
  2. Signet – responsible to Pursuivant
  3. Youth Officer – reports to Baronial Seneschal and Kingdom Youth Officer
  4. Web Minister – reports to Baronial Chronicler and Kingdom Web Minister
- C. Deputies: Deputies are optional offices that have clearly defined duties. While no poll is required for filling these positions, it is recommended that openings and appointments be announced to the Barony.
1. Clerk of Precedence – deputy to the Pursuivant
  2. Minister of Regalia – deputy to the Chancellor of the Exchequer
  3. Secretary – deputy to the Seneschal
  4. Event Stewards – deputy to the Seneschal
  5. Any event money handler – reports to Event Steward and Chancellor of the Exchequer
  6. Media Liaison – deputy to the Seneschal
  7. Baronial officers may appoint additional deputies as needed on a formal or informal basis, as the appointing officer believes necessary. The appointing officer should inform the other Nordskogen officers promptly.

### Officer Selection

- A. The Barony imposes no fixed term for officers, but two years is recommended. If an officer wishes to hold office beyond two years, a vote of confidence of the populace is advised. See B. and F., below.
- B. A warranted officer serves according to the will (including any term limit) of the warranting authority, usually the Crown and a Kingdom superior. A local officer who serves as deputy to another local officer serves at the will of that local officer. Therefore, polls and votes of confidence are recommendations, expressing the preference of the people of the Barony [as prescribed in Corpora].
- C. Officers are asked to announce their intention to resign at least two months in advance.
- D. After an officer announces their resignation, the subsequent issue of the Crystal Quill will carry the announcement of the posting, while the second issue will carry the list of candidates.

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- E. Applications for an open office should be made to the current officer, the Seneschal and Their Excellencies.
- F. At the business meeting after the issue of the Crystal Quill which lists the candidates, a poll of the populace will be taken by secret ballot, and the results of that poll will be used to recommend the winning candidate. All candidates must have applied or been nominated in advance; nominations from the floor will be taken only if no candidates have applied.
- G. The outgoing officer may choose to make a separate recommendation to the warranting authority. This is especially advised if that recommendation differs from the Barony's. Their Excellencies may also choose to submit a separate recommendation.

**Officer Responsibilities and Expectations**

- A. Education
  - 1. Baronial great officers are expected to read and be familiar with all educational materials for their office from the corporate and kingdom levels at all times.
- B. Reporting
  - 1. Baronial great officers are responsible to procure reports from the cantons/colleges as per requirements of their office.
  - 2. All the baronial great officers shall send a copy of their quarterly/semi/domesday reports to the Seneschal and Baronage. The Baronage in turn will provide the Seneschal a copy of the Bi-Annual Baronage Report.
- C. Specific Responsibilities
  - 1. The Group Marshal(s) are responsible to maintain the Barony's equipment and loaner gear for their specific activity, and report year-end inventory to the Nordskogen Chancellor of the Exchequer and Quartermaster. The Marshal(s) also have discretion over the Barony's loaner gear in their care, and the authority to decide when to loan and to whom.
  - 2. The Chancellor of the Exchequer will publish a yearly Balance Sheet and Income Sheet in the Crystal Quill, to coincide with the completion of the Domesday report.
  - 3. The primary court herald is responsible for publishing baronial court reports.
  - 4. The Chronicler is responsible for the production of the Crystal Quill. The Crystal Quill is a monthly publication, 12 issues per year, and each issue will be made available to the populace prior to the first of the month, but after the prior month's general business meeting (to receive meeting notes whenever feasible).
  - 5. The Seneschal is responsible for ensuring that monthly business meetings occur and that official baronial business is appropriately published. The Seneschal may reschedule the monthly business meeting at their own discretion.
  - 6. The Seneschal is responsible for the maintenance and annual review of baronial policies in October.
- D. Other Expectations
  - 1. Officers will maintain historical files appropriate to their office. At a minimum, these files will include, but not be limited to, their official reports to kingdom superiors and a current copy of the Barony's General Policies and Officer Policies. These files shall be available for review, upon request, to any member of the Barony. These files shall be turned over to the officer's designated successor in usable condition, and timely fashion.
  - 2. Baronial officers are strongly encouraged to participate in Monthly Business Meetings at least quarterly via personal attendance, sending a proxy, or sending a written report.
  - 3. In an emergency, decisions may be made by a quorum of Baronial officers, defined as the Seneschal, the Baron or Baroness, the Chancellor of the Exchequer, and at least 2 other Baronial great officers. The Baron and Baroness jointly hold one vote for quorum. In exceptional circumstances, proxies may be allowed to vote. The officer whose area of responsibility is most closely affected by the decision should be included if at all possible.