

Nordskogen Officer Policy

These are the official policies regarding the officers of the Barony of Nordskogen, approved (date to be inserted upon approval). These policies apply to the Barony of Nordskogen proper, and not its Canton, as such bodies may maintain their own bylaws and policies. However, as per SCA Governing Documents and Kingdom Law, Canton officers are required to copy their Baronial counterparts on all reports to the Kingdom.

Because the selection process and the duties of the Territorial Baronage are defined by SCA Governing Documents, Kingdom Law, and the Baronial Transition Policies, no further mention is made here of this office.

I. OFFICERS

- A. The baronial populace recommendations for these offices are determined via 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. *Herald– responsible to Polaris Herald.
 - 4. *Chronicler – responsible to Kingdom Chronicler.
 - 5. *Martial Captain(s) as needed to support baronial activities – responsible to the Kingdom Deputy Marshal for corresponding activity (one needed). Possible officers: Armored (Knight Marshal), Rapier, Thrown Weapons, Archery, Equestrian, Youth Boffer, Youth Armored, and Youth Rapier.
 - 6. *Minister of Arts and Sciences – responsible to Kingdom Minister of Arts and Sciences.
 - 7. Chatelaine – responsible to Kingdom Chatelaine.
 - 8. Social Media Officer - responsible to Kingdom Chronicler.
 - 9. Quartermaster – responsible to Baronial Chancellor of the Exchequer.
 - 10. Signet – responsible to Baronial Herald.
 - 11. Clerk of Precedence – responsible to Baronial Herald.
 - 12. Web Minister – responsible to Baronial Chronicler and Kingdom Web Minister.
- B. 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. Event Stewards – responsible to the Seneschal.

2. Any event money handler – responsible to Event Steward and Chancellor of the Exchequer.
3. 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.

II. 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, the Crown, and a Kingdom Great Officer. An individual 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 the SCA Governing Documents].
- C. Officers are asked to announce their intention to resign at least six 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 following issue will carry the list of candidates.
- E. Applications for an open office should be made to the current officer and communicated to the Seneschal and the Baronage.
- F. At the business meeting after the issue of the Crystal Quill which lists the candidates, a poll of the meeting attendees will be taken, and the results of that poll will be used to recommend the candidate to the warranting authorities. 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 Baronage and outgoing officer may choose to make separate recommendations to the warranting authority. This is especially advised if either recommendation differs from the Barony's.

III. Officer Responsibilities and Expectations

- A. Education
 1. Baronial officers are expected to read and remain current with all educational materials for their office from the Society, Kingdom, and Baronial level.
- B. Reporting
 1. Baronial officers are expected to turn in a report to their kingdom superior according to the kingdom reporting schedule.

2. Baronial officers are expected to report in person at the monthly business meeting. If they cannot report in-person, they should email the Baronial Seneschal at least two days in advance of the meeting.
- C. Specific Responsibilities
1. 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, ideally at least a week in advance.
 2. The Seneschal is responsible for the maintenance and annual review of baronial policies in accordance with the timeline set in General Policies.
 3. 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 Consolidated Year End Report.
 4. The court herald, in cooperation with the Clerk of Precedence, is responsible for ensuring that baronial court reports. The report should also be sent to the Kingdom Clerk of Precedence.
 5. 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 on or prior to the first of the month, but after the previous general business meeting (to receive meeting notes whenever feasible).
 6. The Martial Captains are responsible for maintaining the Barony's equipment and loaner gear for their specific activity and must report year-end inventory to the Nordskogen Chancellor of the Exchequer and Quartermaster. The Captains also have discretion over the Barony's loaner gear in their care, and the authority to decide when and what to loan and to whom. The Captain is responsible for signing out the gear to anyone keeping it for over a day and must have contact information(s) for the one borrowing it.

IV. Other Expectations

- A. 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 for the last seven years. These files shall be available for review, upon request, to any member of the Barony, except where they are required to be kept confidential by Society or Kingdom Laws and Policies. These files shall be turned over to the officer's designated successor in usable condition, and in a timely fashion.
- B. In an emergency, decisions may be made by a quorum of Baronial officers, defined as the Seneschal, one member of the Baronage, the Chancellor of the Exchequer, and at least 2 other Baronial officers. The Baronage jointly holds one vote for quorum. The officer whose area of responsibility is most closely affected by the decision should be included if possible.