

REGIONAL SENESCHAL

The Regional Seneschal is a *lesser officer* to the Northshield Seneschal and is responsible for being abreast of the people and property of the local groups within their region. The Regional Seneschal reports to Northshield Seneschal. This is primarily an administrative role. In Northshield there are three regional deputy Seneschal Positions: Lakes, Plains, and Woodlands. The Regional Seneschal is responsible for ensuring that the following duties are completed. These duties include delivering and meeting deadlines for the following:

DELIVERABLES AND DEADLINES:

- Collection and compiling of quarterly reports, relaying pertinent information to the Kingdom Seneschal.
- Verifying that each local group meets the minimal criteria of at least 3 officers, including a Seneschal, an Exchequer, and one other officer. The offices of Seneschal and Exchequer may not be combined in one house. The Seneschal and the Exchequer CANNOT be the same person and they each have a current SCA membership at the time of reporting.
- Follow up with groups who do not adhere to reporting schedules and request report completion.
- Be the advocate and voice for the region the deputies serve.
- Regional seneschals are the second point of contact after local seneschals have been contacted.
- Regional deputies also assist Kingdom Seneschal in the formation of new polices and suggestion of edits to existing policies to be reviewed further by the Crown and the Stallari council.
- Mediation of potential disagreements in local groups to seek satisfactory resolution
- Attending meetings and events on local, regional, kingdom and society level is encouraged to continue in the administration of the kingdoms duties and be a representative of the Kingdom

Time Commitment

- This position will require about ~~10~~ 1 hour a month in administrative duties including reviewing reports, replying to emails, meeting with local Seneschals and reporting to the Kingdom Seneschal.

Key Skills

This position requires excellent organization and time-management skills. Multitasking is also very important, as are interpersonal skills to work with both officers and members of varying degrees of capability. Problem-solving is needed to quickly deal with potential group conflict issues.

-Working well with others

- Data organization to keep lists of completed reports and contacting non reporting groups to complete reports
- Multi-tasking
- Scheduling
- Summarize and compile reports after reporting schedule complete.
- Ability to diplomatically reach out to local groups as needed.

Responses:

If interested in learning more about Kingdom policy and procedures, please forward your SCA resume and application letter to [Seneschal@northshield.org] for consideration. This posting will close on [date] OR This posting will remain open until filled.