

## **Kingdom Minister of Arts & Sciences**

### **Duties:**

The Kingdom Minister of Arts and Sciences is responsible for fostering the study of period culture and technology, and methods for producing historically accurate artifacts and performances. The duties include coordinating the efforts of A&S officers, assisting in putting on kingdom A&S events, and promoting the dissemination of accurate information about the fields under study.

### **Oversee and assist deputies in putting on kingdom and regional A&S events:**

At this time the 2 main kingdom A&S events are the Stellar University of Northshield (SUN) in November, an event centered around classes; and the Northshield A&S Event (KASE) in February, an event centered around displays and competitions. While the SUN and KASE deputies are the activity coordinators for these events, the KMOAS is vital in providing advice, support, and whatever assistance they need. The KMOAS maintains the criteria of the A&S competitions.

### **Management of Lesser Officers, Deputies, Regional and Group Ministers**

It is your responsibility to make sure all lesser officers, deputies, regional and group ministers can do, and are doing, their jobs without getting in their way or trying to do their jobs for them. This includes making sure they have the training and educational resources necessary to succeed in their jobs.

**Reporting and Correspondence:** Ensures all ministers report to the KMOAS on a quarterly basis; you will report to the Society MOAS on a quarterly basis. This is a non-negotiable part of the office. Failure to turn in reports is grounds for the revocation of the warrant and installation of a new MOAS, both on the local and kingdom level.

The knowledge of and ability to use Excel spreadsheets and Microsoft Word is desirable. In addition, almost all kingdom records are to be kept in TEAMS.

**Oversee keeping information on Kingdom Web page up-to-date:** The A&S tabs on the Kingdom Web page are currently under review by the library deputy, Eithni ingen Talorgain; the KMOAS is responsible for overseeing her work and assisting in ensuring all information is correct and pertinent.

### **Northwatch contribution**

Every month a short missive is to be written on some topic of A&S to be published in the Northwatch.

### **Stallari Member**

The KMOAS sits on the Stallari Council and gives council as needed to Their Majesties. The KMOAS helps ensure that the laws and policies of Northshield are observed. Attendance is mandatory; if the KMOAS cannot attend, they must ensure the emergency deputy is able to attend in their stead.

### **Financial Committee Member**

The Society requires that all financial decisions involve more than one person. In Northshield the Stallari also serves as the Financial Committee. As a member of the Financial Committee, you are responsible for making sure that all expenditures of group funds are in accordance with the law and with SCA guidelines and follow any policies or procedures the kingdom has for deciding how to spend money and for reviewing these policies annually. You are responsible for reviewing Kingdom event bids and recommending bids to be accepted by the Stallari council. Kingdom events are a major source of the annual budget. Part of the review is to look at the proposed budget including that the estimated profit is attainable and will meet the financial needs of the Kingdom.

### **Time Commitment**

Average 2 hours per week.

When A&S material is being upgraded on the Web page and in handbooks, time commitment can be at least 3 hours a week.

When A&S events are imminent, time commitment can be at least 5 hours a week.

The KMOAS is expected to attend both SUN in November and the KASE in February. In addition, attendance at other kingdom events is advised.

**Key Skills:**

Work as part of a team

Ability to delegate

Excellent communication skills

Problem Solving

Time Management