

## Kingdom Chatelaine

The Kingdom Chatelaine is responsible for connecting with newcomers and interested persons, and helping them to feel welcomed and supported as a part of the society. This includes being a positive force in promoting the SCA and the Kingdom as well as advocating for newer members. The Kingdom Chatelaine reports to the Kingdom Seneschal. This is primarily an advocate role with interpersonal interactions, training opportunities, and administrative duties.

The Kingdom Chatelaine is responsible for ensuring that the following duties are completed. These duties include delivering and meeting deadlines for the following:

### DELIVERABLES AND DEADLINES:

- Welcome new people to the Kingdom and provide introductions; connecting them to encouraging SCA members in their specific geographical area
  - SCA.Org Website: Inquiries from those within Northshield's geographical area are forwarded to the Chatelaine email address.
  - Northshield Facebook Page and assorted Media platforms: Newcomer inquiries received thru those venues are also forwarded to the Kingdom Chatelaine email address
    - Welcome each new recruit and introduce them to the closest Northshield Group Chatelaine or Seneschal
    - Verify that their inquiry was received and acted upon in a timely manner
    - Track inquiries and response times
- Maintain a welcoming and inclusive presence at events and online
  - Coordinate "Welcome Inn" or other Newcomer orientation tables at larger events
  - Coordinating Event Ambassadors and/or Tours
    - may be requested by local Chatelaine, Seneschal or Event Steward
  - Write monthly missives for the Northwatch
- Provide a quarterly report to the Societal Chatelaine with the data that was received during the quarter along with any pertinent information or ideas
- Mentor and guide Kingdom group Chatelaines
  - Approving, welcoming, training and mentoring all newly-elected group chatelaines and assisting them through the transition process
  - Gather information for group chatelaines and assist them when requested
  - Lead periodic Chatelaine meetings (Currently once per month)
    - Reserve Kingdom Zoom account for online meetings
    - Ensure meeting minutes are saved to the Chatelaine Facebook Group and communicated by email as well
  - Send reminder notices regarding quarterly report deadlines
  - Maintain the current chatelaine roster
    - Confirming email address for official use is on Northshield website

- Gathering preferred communication means, modern and SCA names, and pronoun preferences
  - Updating the email group, Facebook group page and any other groups as needed
- Apprise the Kingdom Seneschal of any difficulties or interpersonal conflicts as escalated to the position
- Assist or execute any special projects or duties assigned by the Kingdom Seneschal

WORKLOAD: The workload will vary but expect to put in an average of 2-5 hours per week with occasional commitments of 10 hours or more per week for special projects, recruiting, and welcoming duties at events. This position may require travel.

#### REQUIREMENTS:

- Ability to have meaningful, positive, and personal interactions with newcomers
- Knowledge of current Kingdom membership within Northshield to help connect newcomers with teachers and subject matter experts who are willing and able to share their knowledge
- Ability to clearly communicate verbally and in writing, i.e. in person and via email, phone, and in written reports
- General knowledge about the SCA and how Society and the Kingdom of Northshield function
- General knowledge of current Diversity, Equity, and Inclusion outreach efforts and the ability to introduce the subject matter in a productive manner
- Able to utilize online maps to assure that newcomers are connected to their closest group
  - zip codes are not always the best way to measure travel distance
- Dependable email access
- Dependable internet access
- Dependable social media access
- Data management/reporting

RESPONSES If interested, please forward your SCA resume and application letter to [chatelaine@northshield.org](mailto:chatelaine@northshield.org) for consideration. This posting will close on [date] OR This posting will remain open until filled.