

## **Kingdom Seneschal**

### **Legal Representative**

The Kingdom Seneschal is the legal representative for the Kingdom of Northshield in the eyes of the modern world. The Kingdom Seneschal interprets Kingdom Law and makes policy decisions about the day-to-day workings of the Kingdom. These decisions are subject to approval by the Crown and the Society Seneschal. Other kingdom officers have similar authority within their particular areas of expertise. There are several subordinate officers who serve under the Kingdom Seneschal

### **Stallari Council Head**

The Seneschal works with the Crown in order to run the Stallari. Officers are equals, however, the Seneschal works with the Crown to provide leadership at the meetings, create agendas, and keep the Council on track and with general administration of the kingdom. The Seneschal's office is responsible to ensure that law changes are tracked and the Kingdom of Northshield Law is up to date.

You are required to be at a minimum of five Stallari meetings a year and cannot send a proxy.

### **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.

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

As Seneschal you have lesser officers and deputies to assist you. It is your responsibility to make sure they can do, and are doing, their jobs without getting in their way or trying to do their jobs for them. You are also responsible for the regional and local Seneschals of the kingdom. This includes making sure they have the training and educational resources necessary to succeed in their jobs. You should have a replacement deputy and are responsible for their training.

### **Correspondence and Reporting**

You are responsible for both collecting reports from local and regional Seneschals and reporting to Society as well as submitting office paperwork on a timely basis. NOTE: This is a non-negotiable part of the office. Failure to turn in reports is grounds for the revocation of your warrant and installation of a new Seneschal. Other types of paperwork that you and your deputies are responsible for include: reports, contracts, waivers, event reports, handbooks, policies, background checks, laws.

### **Conflict Arbitration, Resolution and Sanctions**

As Seneschal, and therefore the person seen as the leader of the group, you will find conflicts are being referred to you, or must be addressed by you for resolution. You must assist the Crown in dealing with individuals who have committed acts worthy of sanctions. You must be able to dispassionately request documentation of the incident and provide information to the Crown and to the Society without editorial comment. Finally, if warranted, you take the lead on preparing the sanctions.

This is probably one of the most difficult parts of the job.

### **Time Commitment**

As Seneschal it is expected you attend most Crowns and Coronations. Some situations are also best handled face to face which may require additional travel.

One of the realities of the job is that you will not have the time to practice your normal SCA activities. In addition, at events you may spend the entire time in formal and informal meetings. You will have to find a new way to derive fun and satisfaction from the hobby.

In a normal week duties can take 7 - 10 hours. This can increase to 15 to 20 hours if complicated issues arise. This can be time spent in emails, research and phone calls.

At events the time can be variable. Plan on at least two hours of formal meetings to as many as five. In addition, often an hour or hour and half can be spent in informal or ad hoc meetings that happen as you walk around. This is in addition to any formal meetings.

## **Travel.**

First, you must be able to travel to both countries in our Kingdom.

You can expect to attend at least 6 events. Besides Coronations and Crowns expect to attend meetings at WW and 12th Night. There is likely to be at least one or two other meetings to travel to.

The amount of additional travel depends heavily on your normal travel schedule. If you already attend Coronations, Crowns, WW and 12th Night you might not have any extra travel.

## **Key Skills:**

### **Communication**

Communication is 90% of the Seneschal's job. A lot of this will be face-to-face communication, but it isn't always possible or even desirable, to talk to someone in person. You will use the phone a great deal in your office, along with email and internet user groups.

### **Conflict Arbitration and Resolution**

In general, the Seneschal ends up being a jack of all trades: administrator, director, counselor, and cheerleader. The Seneschal often acts as a mediator when conflicts arise within the group. Aside from the paperwork aspect of the job, the most important role is probably the role of cheerleader. The Seneschal needs to inspire the populace of the group to grow and change. As Seneschal, you will expect much and much will be expected of you. Learn from both your successes and your failures what works best for you and your group.

## **Problem Solving and Conflict Resolution**

The Seneschal must be diplomatic in their dealings with fellow officers and with the members of the populace

## **Emotional Resiliency**

To accomplish and remain effective in your communication, conflict arbitration & resolution and problem solving & conflict resolution you will need to avoid burnout. Maintaining relationships and practicing self-care are important skills to have.

## **Delegation**

You have many lesser officers, deputies, regional and local officers that report to you. You cannot possibly do their jobs. It is important to delegate well. (Needs work)

## **Time Management**

The ability to manage various projects and keep them in progress at the same time.

### **Short Form Description: Duties**

Legal Representative of Northshield

Stallari Council Head

Financial Committee Member

Management of Lesser Officers, Deputies, Regional and Group Seneschals

Reporting and Correspondence

Conflict Arbitration, Resolution and Sanctions

### **Time Commitment**

Average ten (10) hours per week

At events 2 to 3 hours on average. It can be as much as 5 or 6

At least 6 events per year for meetings

**Key Skills:**

Communication

Problem Solving

Conflict Resolution

Emotional Resiliency

Delegation

Time Management