

INTRODUCTION

The Minister of Waivers is a deputy to the Kingdom Seneschal and is responsible for the collection and storage of all event and group practice waivers for up to 20 years. They must be able to locate and retrieve specific waivers on demand. The Minister of Waivers reports to the Kingdom Seneschal. This is primarily an administrative role. The Minister of Waivers is responsible for ensuring that the following duties are completed, including delivering and meeting deadlines for the following:

DELIVERABLES AND DEADLINES:

- Receive event waivers within 30 days of the event, and martial practice waivers at least quarterly
- Follow-up with local group seneschal if waivers are not received in a timely manner
- Ensure that the waivers are uploaded to the storage database in an organized manner, to facilitate the timely retrieval of the waivers, in the event that either Kingdom and/or Society needs them.
- Adult waivers are stored for seven (7) years, minor waivers are stored for twenty (20) years.

WORKLOAD:

The workload will vary but expect to put in an average of 1 hour per week with occasional commitments of 2 hours per week from April to September, when there are more events and practices. This position does not require travel.

REQUIREMENTS:

These vary between jobs. A sample is included below for reference.

Requirements:

- Dependable email access
- Dependable high-speed internet access
- Dependable social media access is nice to have but not required
- Ability to scan or digitally photograph paper copies of waivers to be uploaded to the storage database
- Working knowledge of relevant procedures and processes