

STALLARI SECRETARY

The Stallari Council Secretary is a *lesser officer* to the Northshield Seneschal and is responsible for recording and publishing decisions made and actions taken by the Stallari Council. The Stallari Council Secretary reports to Northshield Seneschal. This is primarily an administrative role. The Stallari Council Secretary is responsible for ensuring that the following duties are completed. These duties include delivering and meeting deadlines for the following:

DELIVERABLES AND DEADLINES:

- Attend all Stallari meetings with strictest confidentiality as a non-voting team member.
- Take detailed minutes of the meeting, capturing the discussion and action items.
- Submit minutes from each meeting for Stallari approval after Seneschal and TRM approval within 3 weeks for publish to Northshield website.
- Submit minutes from the Stallari e-list, capturing discussion and action items, on a quarterly basis for publish to the Northshield website.
- Compile a “rolling agenda” for Stallari meetings with communication of the other Stallari members
- Facilitate e-votes as needed.
- Other duties as assigned

WORKLOAD: The workload will vary but expect to put in an average of 30 minutes per week with occasional commitments of 2 hours per month for Stallari meetings and minutes. This does not require travel since currently Stallari meetings are being held via Zoom.

REQUIREMENTS:

- Dependable email access
- Dependable high-speed internet access
- Dependable social media access is nice to have but not required
- Minimal proficiency with Google Docs/Word and/or similar word processing applications and Microsoft TEAMS
- Ability to clearly communicate verbally and in writing, i.e. in person and via email, phone, and in written reports

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. This is a great opportunity for those interested in one day serving our Kingdom as a Great Officer or as a Royal.