

# Minister of Arts and Sciences Handbook

Edit 7/25/11

Last Edit 3/3/16

This handbook has been put together to help and guide you in your job as MOAS. It contains the basics you will need, but certainly does not contain everything. It should serve as a place from which to begin, not as a box to stifle your work. Consider working with past MOAS's. Remember that these people not only have knowledge to share, but are often more than likely very willing to help where they can as well. Members of the Order of the Laurel can be a good source of help and information and should be sought when appropriate. Do not, however, ignore the talents, experience, and abilities of other persons with A&S awards [from this Kingdom or others] or artists and craftsmen. Consider accepting aid and advice from any and every person interested and active in the arts and sciences.

## MOAS job descriptions at varying levels of the SCA:

- **“VI. E. SOCIETY MOAS:** The Minister of Arts and Sciences is responsible for fostering the study of period culture and technology, and of methods for producing historically accurate artifacts and performances. Duties include coordinating the efforts of Kingdom officers in the field (regardless of whether or not the functions related to “Arts” and “Sciences” are combined in one job or kept separate); promoting the dissemination of accurate information about the fields under study; and assisting the Chronicler of the Society and the editors of the corporate publications in confirming the validity of research presented to the membership.”
- **“VII. E. KINGDOM MOAS:** The minister of Arts and Sciences is responsible for supporting study into art forms, technologies, and those aspects of culture relating to their use, both in period and Society activities.”

This leads to the understanding that your job as MOAS is also to support the Arts and Sciences in all of its forms; projects (group or personal), classes (setting up or helping with), and publication (in local, Kingdom, or Society newsletters). You should have a presence in the Northwatch newsletter. Some ideas include writing missives, informational articles, or writing up project reports about member activity. Announcements on the Northshield website can also be used as an informational source as well as Northshield Hall, and Social Media.

This does not mean you are the only person that may do this, or that other people may not set things up without your help, but when asked, you will do your best to support the various aspects of A&S.

Help and encourage people in your group and in other groups. This includes helping new people find others that can help them, encouraging people with ideas to try them out, and encouraging people to write about their discoveries and put them in local, Kingdom, or Society venues such as web pages, newsletters, and the many forms of A&S displays, Faires and competitions. Work with the other officers in your group. Also, develop an awareness of what is available on line to help people out.

As an officer, you must be a paying member of the Society for Creative Anachronism (any level of membership is acceptable), and receive a copy of the Northwatch in your home. Please supply your superior officers with your current contact information and inform them of any changes as soon as

possible. You should have a copy of the MOAS handbook (it is available online). While these should be part of the files, you may want your own copies.

#### **TYPES OF GROUPS:**

**Canton, College, Village/Incipient branch** MOAS's are responsible to their groups and to the Barony that sponsors them. Reports should be sent to your Seneschal, the Baronial MOAS and Seneschal, and the Kingdom MOAS. Colleges, since they are usually inactive during the summer, are not required to report in September. The June 1 report should be sent in. 2 consecutive quarters non-reporting is considered inactive and will be reported to the group Seneschal, Barony, and Society MOAS.

**Shire** MOAS's are responsible to their group and their Colleges (if any). Their reports should be sent to their Seneschal and the Kingdom MOAS. 2 consecutive quarters non-reporting is considered inactive and will be reported to the group Seneschal, Barony, and Society MOAS.

**Baronial** MOAS's are responsible to their group and for their Cantons, Colleges, and Villages (if any). Their reports should be sent to their seneschal, and to the Kingdom MOAS. To keep baronial status, all Baronies must have an active reporting MOAS. They can have two people, splitting the office into a Minister of Arts and a Minister of Sciences if they wish. Baronial MOAS must report on time every quarter and if they do not they are putting their Baronial status at risk. Late reports will be reported to the Baronial Seneschal, Baronial seats, and Society MOAS.

The **Kingdom MOAS** is responsible to the Kingdom, and all its groups and people. Their reports should be sent to the Society MOAS per their quarterly schedule, (March 15, June 15, September 15, & December 15), and to the Kingdom Seneschal. The Kingdom MOAS is also responsible for a Kingdom Arts and Sciences competition per year, any future Kingdom level Arts and Sciences venues, and sits on Stallari Council to advise Northshield Royalty.

**MOAS change of officer:** new MOAS must sign an online form and send in a written form for the transition between previous MOAS and new MOAS.

<http://www.northshield.org/Officers/ChangeRequest.aspx> (if link is not current, refer to Kingdom website)

**REPORTING** All MOAS are required to report. Kingdom MOAS reports on the schedule set up by Society MOAS (Quarterly March 15, June 15, Sept 15, Dec 15<sup>th</sup>) and all other groups shall report quarterly (Canton, College, Shire, Village, and Baronial reports are due on March 1, June 1, September 1 and December 1), as well as after events or demos held by their groups. These are due thirty days after the event or demo. There are reporting forms available online.

<http://www.northshield.org/Resources/SubMenu.aspx?Events/ReportForms> (if link is not current, refer to Kingdom website) Copies should also go to the appropriate Seneschals (it helps them fill out their reports, and lets them know you are reporting).

The local arts and sciences officer is commonly perceived as someone whose sole purpose is to find out what everyone is up to, artistically speaking, and send this information into a black hole known as the Kingdom Arts and Sciences Office. But this isn't true.

Your reports actually do serve a purpose. The SCA is a non-profit educational organization and your report is one way of recording how we meet our educational goals and mandate. They also can be used to help develop events for artistic fields of interest, provide listings of artists and researchers [human

resources], and support award recommendations. (Kingdom of Meridies Arts and Sciences Handbook (2001)).

**MAINTAINING A FILE** All officers must maintain and update a file of their office. This file is passed to your successor when you hand over the office. You should have a file copy of the following things:

- MOAS Handbook
- Current Kingdom Laws
- Copies of your reports
- Copies of reports sent to you if you are Baronial or Kingdom MOAS
- Correspondence pertaining to your office

These may be in either hard copy or on disc/CD. Other things that might be helpful to keep in the files are articles written by group members, articles with pictures written by local papers, and copies of Stallari or local officer's meeting minutes.

**Kingdom MOAS suggested file folders:**

- 1) Stallari Council
- 2) Northshield MOAS reports & KMOAS reports sent to SMOAS
- 3) SUN
- 4) Kingdom A&S entries
- 5) Kingdom A&S registered judges
- 6) Kingdom A&S competition general
- 7) General MOAS correspondence
- 8) Signed grant of use forms and class resource handouts
- 9) Excel spreadsheet maintaining a history of reporting and non-reporting groups

**WARRANTS** Warrants are issued in accordance with Kingdom law.

<http://www.northshield.org/Officers/Warrants.aspx?ID=115> (if link is not current, refer to Kingdom Website)

A list of the Kingdom MOAS warrants needs to be signed every new reign by Crown.

**RESOURCES** There is a resource link for the Northshield Arts and Sciences Library, Instructional videos, as well as Class resource A&S handouts from various sources on the Northshield Arts and Sciences page.

Also, under the KMOAS page there are resource links that contains: ABCs of References, Documentation examples, "how to document", Judge question suggestions, Judging A&S competitions, Kingdom A&S Divisional Competition Registration form, Kingdom A&S Judges Sign-up Form, Kingdom A&S Triathlon Competition registration form, Northshield Arts and Sciences Competition Scoring Sheets, the Kingdom Open Division and Triathlon Tourney Criteria

In the future, it may contain pictures from past A&S Faires/Competitions, and lists of A&S based web groups. The more this web page is used and supported, the better it can become. If people in your group have web pages, suggest they link with the web page.

## **KINGDOM OFFICER**

### **Deputies:**

KMoAS deputies support and works with the KMoAS to assure Arts and Sciences is alive and growing. Deputies can be added by the KMOAS as needed.

The SUN Chancellor is a minor office and deputy to the KMOAS, and must report to the KMOAS. The chancellor is responsible for setting up Stellar University events (see attached guidelines) and for encouraging, as well as coordinating or providing help and/or support for other A&S classes.

Library Deputy is someone who updates a website link of arts and science books applicable to the middle ages.

Judge Coordinator is someone who coordinates the Kingdom Arts and Sciences Divisional and Triathlon Tourney entries with the judges.

Judge Recruiters are people that recruit judges for the Kingdom Arts and Sciences event. It is suggested to have 3-4 from different regions of Northshield.

Historic Combat Studies Deputy (inactive) is someone who encourages the study of the historical fighting styles, forms and manuals, plus the recreation of the techniques in staged demonstrations. This deputy is also to report on the study and re-enacting of combat arts.

The A&S Web Minister (inactive), who is a deputy of the KMOAS and must report to the KMOAS and the Kingdom Web Minister, maintains the Web page.

## **KINGDOM LEVEL EVENTS**

Northshield will continue to develop kingdom level arts and science events. Current events are the Stellar University of Northshield held the 2<sup>nd</sup> weekend in November and the Kingdom Arts and Sciences Divisional and Triathlon Tourney held the second weekend in February.

The Stellar University of Northshield [SUN] is administrated by the SUN Chancellor under the direction of the KMOAS. It is scheduled for the second weekend in November. The SUN Chancellor is considered a minor office and must be voted into office by the Stallari Council. The maximum term for the SUN Chancellor is 3 years.

Kingdom A&S Competitions/Faires/Displays will be administrated by the KMOAS in conjunction with local site stewards/autocrats. It is the policy of this office that such events will rotate throughout the kingdom as much as possible. A handbook/timeline for the Kingdom Arts and Sciences Divisional and Triathlon Tourney is available.

It is **critical** a bid is sent out well in advance to acquire a group to hold the Kingdom events of SUN and the Kingdom Arts and Sciences Divisional and Triathlon Tourney. One year in advance is suggested to ask

for bids and it is also important to put a deadline for bids (suggestion of 2-3 month deadline). Bids can take some time so do not put off asking for bids. The SUN event and the Kingdom Arts and Sciences Divisional and Triathlon Tourney have to be in sync. If one event is thrown off the correct date, it can interfere with the other A&S kingdom event.

**Links for Event Bids:** (if links are not current, refer to Kingdom website)

[http://www.northshield.org/Resources/PDF/Seneschal/sample\\_event\\_bid\\_sun.pdf](http://www.northshield.org/Resources/PDF/Seneschal/sample_event_bid_sun.pdf)

[http://www.northshield.org/Resources/PDF/Seneschal/Bidding\\_Kingdom\\_level\\_event.pdf](http://www.northshield.org/Resources/PDF/Seneschal/Bidding_Kingdom_level_event.pdf)

<http://www.northshield.org/Posts/Display.aspx?ID=67>

**GUILDS:** The Northshield's Moneyers Guild, Choir guild, Cooking guild, and Brewers guild are the current guilds in Northshield. At present, there are no formal policies governing guilds. These groups are not officially recognized by the SCA and cannot perform any official functions of the SCA, Inc. Neither SCA, Inc nor the Kingdom of Northshield has any control over the information contained in the sites of these groups.

**MONEY:** All money must be handled by a warranted exchequer. The KMOAS funds are held by the Kingdom Exchequer, and local A&S funds, whether group or office, are held by that group's exchequer. The KMOAS has a traveling fund per year.

**Social Network:** Northshield Facebook group, Northshield Arts and Science Facebook group, and Northshield Hall are major resources for disseminating information as well as the Northwatch newsletter. There is a Kingdom level KMOAS Facebook group as well as a Northshield MOAS group.

**COPYRIGHT POLICY:** It is the policy of this office that the intellectual property rights of others be respected. Please be aware of corporate copyright policies. The KMOAS should have current guidelines and while not required at other levels, it is suggested. Be respectful of the intellectual property of others and cite it appropriately in publication. Consult with your chronicler if you have questions