

Minister of Arts and Sciences Handbook

Introduction

Welcome to the Arts and Sciences office. As the new MoAS for your territory, you will be an integral piece of what makes our participation in the SCA more rewarding. You don't have to be an expert in everything A&S, you just need to know how to track down resources. It's a fun job and the other MoAS folks throughout the Kingdom are very supportive and helpful.

As the new MoAS, there are a few things that you need to do:

Send a letter of intent to the Kingdom MoAS. This letter should include your SCA and mundane names, contact info, membership number, and membership expiration date. You must be a member in order to serve, and you need to reside in the area you wish to serve. The usual term is two years in length.

In the case of a college or canton deputy, the individual sends a letter of intent to the baronial or shire MoAS. The baronial or shire MoAS can maintain college and canton records in the baronial/shire files. Again, the deputy needs to be a member of the SCA.

The Kingdom Arts and Sciences office does not issue individual warrants. Our warranting process is handled via a roster delivered and signed by Their Majesties.

As soon as your letter of intent is received, your email address will be added to the Kingdom Arts and Sciences officers' e-list. We have a low traffic list that is very useful in tracking down resources, asking questions, and getting support. You can access it by writing to artsofficers@caidarts.org.

Reporting is a very important aspect of your job. Please see the template in the appendices. Quarterly reports cover the following periods: Dec., Jan. and Feb. are included in the March 1 report. March, April, and May are included in the June 1 report. June, July, and August are included in the Sept. 1 report. Finally, September, October, and November are included in the Dec. 1 report. Again, your quarterly report due dates to me are **March 1, June 1, Sept. 1, and Dec. 1.**

These due dates may seem odd. The Corporate A&S officer has to report to the BoD by the 15th of March, June, September, and December. Therefore, I have to have my report to that person by the tenth of the month. That is why I need your report by the first.

Your quarterly report need not be more than a page in length. I will want to know what kinds of workshops or A&S activities that have happened in your region in the last quarter. It's also helpful to know what's in the planning stages. It's very important that you also communicate any issues that have come up in your report. If you have canton and/or college deputies, they will need to report to you a bit earlier so that you have your report complete. One of the greatest resources for keeping track of guilds and other groups was to use the baronial council minutes as I did my own report. Be sure to send copies of your report to your Baron and Baroness (if applicable) and to your territory's seneschal. See appendix A for a report template.

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The Chain of Command and Problem-solving

An understanding of the chain of command can be useful. The Society Minister of Arts and Sciences is at the top of the chart. Below that individual are all the Kingdom MoAS officers. Each Kingdom MoAS is responsible for the territorial MoAS officers. Territorial (Barony or Shire) officers may also have deputies for local colleges and/or cantons.

The quarterly reporting also follows this chain of command. College and canton deputies report to their territorial officer. The territorial officer reports to the Kingdom officer, as well as the Baron and Baroness, and seneschal. The Kingdom officer reports to the Crown, Kingdom Seneschal, and Corporate A&S officer.

If there is a problem, the territorial MoAS will need to consult with the Baron and Baroness (if applicable), seneschal, and the Kingdom MoAS. The Baron and Baroness can dismiss an officer if there is due cause. They are also there to assist in the administration of the office. The Kingdom MoAS can also help with problem solving, and overall technical assistance in how to run a territorial A&S office.

Finally, look to your fellow MoAS officers for assistance. The Kingdom Arts and Sciences office maintains a website (www.caidarts.org) as well as an officer's e-list for sharing, asking questions, finding resources, and getting support <artsofficers@caidarts.org>.

What does the Kingdom MoAS do?

That's a great question! The Kingdom MoAS provides technical assistance in running a territorial A&S office, answers questions, assists in finding resources, gives encouragement ☺, supports Kingdom level A&S activities such as Festival of the Rose and Pentathlon, and fulfills the Estrella A&S Warpoint treaty obligations.

The Kingdom MoAS also has special project deputies. They include a Kingdom "back up" deputy, the editor of the Ars Caidis, the A&S Pentathlon Steward, and any other short term project deputies deemed necessary.

What are some A&S activities that happen at the baronial or shire level?

These would include classes/workshops, guilds, A&S competitions, exhibitions, and demonstrations. Competitions can take many different formats. Some are time period specific or theme specific. Some competitions are unspecified as to time or theme. Some regions like to have an A&S championship. Other events may include a People's Prize or Laurel's Prize competition. In the case of a Laurel's Prize competition, the event steward or MoAS must contact the secretary of the Order to see if the Order can participate.

What are the guidelines for baronial/shire guilds?

The group should be in existence for at least one year. They will need to develop a charter that would include their goals, meeting times and places, membership requirements, officers and terms of office. The proposed guild needs to petition their Baron and Baroness, or in the case of a shire, their Seneschal. The petition should include the charter. Official recognition of a baronial or shire guild is at the discretion of the Baron and Baroness or the shire's seneschal.

Let me thank you in advance for the assistance and leadership that you are about to provide. Feel free to contact me if you have any questions.

I remain in fellowship,
Baroness Thea Northernridge, OL
Kingdom Minister of Arts and Sciences

Appendix A Report Template

_____ Quarter Report for the Barony of _____

Date:_____

Recent Workshops:

Active Baronial Guilds/Groups:

Upcoming Plans:

Issues/Questions: