

Kingdom Officer Duties

- prepared by Master Midair MacCormaic, April 2015.

Congratulations on becoming a Kingdom Officer, that is, a Great Lord/Lady of State! While you should learn the duties of your specific office, this document is a quick guide on matters that deal with more general aspects of your work with Crown, Curia, and the Kingdom.

Kingdom Officers who are Great Lord/Ladies of State include: Kingdom Seneschal, Chancellor of the Exchequer, Dragon Herald, Earl Marshal, Minister of Arts & Sciences, Kingdom Chronicler, and Kingdom Chirurgeon. III-108. For reference, the Middle Kingdom Organizational Chart can be found at <http://www.midrealm.org/seneschal/organizational-chart.php> . Middle Kingdom Law is referenced as needed.

Stepping up:

- Be sure to have your warrant signed and submitted to your Society superior. Use the Change of Office form found at <http://www.midrealm.org/seneschallorum/ChangeOfOfficeFillable.pdf> . For the other branch officers line, have Their Royal Majesties sign it.
- You have a webpage! Be sure to update the contact information and feel free to add your picture. Either the Kingdom Webminister manages your page, or there is someone specifically assigned to it (talk to your predecessor).
- You have an email address! Most addresses are the title of your office at midrealm.org. This is through a gmail account. You should access this account directly and not forward the email to your personal account. That way your successor will have access to previous correspondence as needed.
- You have a budget! See the Kingdom Exchequer for details. It is used to help support your efforts in handling your office (travel for Curia meetings including hotels and gas, postage, incidentals, etc.). There is never enough budget to cover everything, so use your judgment. If something extraordinary comes up, such as a Known World Meeting, you can petition Curia for additional funds.
- Your replacement is appointed by the Crown in consultation with you and the Curia Regis (with approval by your Society Superior). III-103.
- You are actually in a probationary period for the first six months. In practice, if at the six month point no one has told you otherwise, you are off of probation and can serve out your two years of service (which can be extended to a maximum of three years). III-109.

Curia Regis:

- By Kingdom Law, only the Crown and Kingdom Seneschal have to attend the official Curia meetings. However, by tradition all Great Officers are expected to attend. By V-103, these other Great Officers may attend by phone or some other audio real-time communication tool.
- A quorum of the Curia Regis must meet at least two times during every reign(V-400). A quorum consists of the Crown, the Kingdom Seneschal, and three other Great Officers of State (V-102).

- During Winter Reigns, Curia meetings typically occur at Crown Tournament and Kingdom 12th Night. During Summer Reigns, Curia meetings typically occur at Crown Tournament and Pennsic. These meetings last from one to two hours.
- The Crown may request additional meetings of the Curia Regis as They desire. However, due to the use of electronic communication, these extra meetings have become rare, and when they do occur, are extremely short.
- The Crown makes all final decisions on policy (i.e. Kingdom Law changes) with consultation of Curia. The exception to this is financial decisions.
- The Kingdom Financial Committee is composed of the Seneschal, the Chancellor of the Exchequer, the Earl Marshal, the Herald, and the Royal Family. Each has one vote, and the Royal Family collectively has one vote, for a total of five votes. A majority vote is needed for decisions regarding financial policy and Kingdom funds. In practice, these votes tend to be unanimous after appropriate discussion. See the Middle Kingdom Financial Policy document - <http://www.midrealm.org/exchequer/download/MiddleKingdomFinancialPolicy2014.pdf>
- If possible, try to have as much discussion through email so that the official decision can be easily made during Curia.
- **Warrants.** One of your main duties is to have a warrant list available to be signed by you and The Crown (both Sovereign and Consort) at the Crown Tournament Curia meeting (or at Crown Tournament if, for some reason, the meeting does not occur at that time). This warrant is a list of all the officers under you (modern and SCA name, contact information), including you. This includes local officers, deputies, etc. Try to fit as many people on a page as possible (through small font and formatting) so that the Crown can quickly sign all the appropriate warrants that day. XVI-1010
- Your deputies (immediate, local, regional, and special) are appointed by you, and do not require the approval of the Crown or Curia. However, for important deputies (for example: Regionals, Chatelaine, Dragon Signet, Pale Editor, RUM Chancellor, Cartographer, etc.) it is expected that the recommended deputies are brought up to Curia so Curia can provide counsel and feedback.
- Official handbooks and other official publications by Great Officers and their deputies must be approved by the Curia Regis (XVI-500 and VXI-501). The best way to do this is to send out updates/changes via email, address any concerns, then seek official approval at Curia.