

Chapter 4: Becoming a Minister of Arts and Sciences

First things first: a MOAS above all must be willing to do the job. Any other qualifications are secondary.

Although the MOAS is now one of the optional offices required for a full status group, the office is chiefly a communication office: gathering information and transmitting it to those who need it. It is a good sign when potential Ministers are habitual communicators. If they talk, listen and write letters in their personal lives it will be easier for them to do so in their office life.

There are two steps involved in becoming a Minister of Arts and Sciences:

1. The group must indicate whom they want in the office. It is tradition in the Midrealm that the outgoing Minister be allowed to recommend a successor. That person must be acceptable to the group and alternatives should be discussed. The outgoing Minister can recommend, but not compel, the final choice. If problems arise in choosing an officer, notify the Regional MOAS.
2. Once a group has decided whom they wish the next MOAS to be, the choice must be confirmed by the Regional MOAS and the Kingdom MOAS. Being chosen by the group does not automatically make a person Minister. Corpora states that the lesser officers of a Kingdom are warranted by the Crown upon the advice of the appropriate Great Officer (in this case, the Kingdom MOAS).

The recommendation of the group is usually accepted. Once the new MOAS has been designated by the group they may then call themselves "acting MOAS" and begin to perform the duties. They become official when they are confirmed by the Regional/ Kingdom MOAS. A new officer will not be warranted until three consecutive Quarterly Reports are received by the Regional MOAS on time. Warrants are reissued once per reign by the Kingdom MOAS. The Warrants of Appointment to Office are roster style warrants, which means all of the warranted MOASs for a Region appear on one list.

I'm New, What Do I Do?

As a new local MOAS, your first duty is to contact the Regional and Kingdom officers and let them know who you are. You can find their addresses in *The Pale*, the Middle Kingdom's newsletter. Write a letter of introduction and attach a completed "Resignation and Change of Officer Form" (found in Appendix C) that includes the following information:

1. The name of the group.
2. Your SCA name and title.
3. Your legal name, address, phone number and e-mail address, if you have it.
4. The name of your predecessor.
5. The date you took over the office.
6. SCA membership status, including card number and expiration date. All local officers must be paid members of the SCA and have access to the Middle Kingdom's newsletter *The Pale*.

Make sure you get the office files from your predecessor. If you are MOAS for a brand new group you will have to start your own file. Refer to Chapter 5, Files and Correspondence, for more details.

Deputies

As a Minister of Arts and Sciences, you may find that you need assistance in your duties from time to time. It is usually a good idea to have at least one deputy who can help you in these circumstances. Because of their familiarity with the office, the deputy can also take over for you in case of emergency. While there is no limit on the number of deputies you may have, don't get too carried away.

Badges and Symbols of Office

As a Minister of Arts and Sciences, you have the right to bear the badges of the office. The badge of your choice can be worn as a medallion, pin, tabard, cloak, etc. You may also use a seal with the badge to seal or stamp your official correspondence.

The Arts and Sciences badge: Azure, a candle enflamed within an arch stooped Argent. In other words, a white candle beneath a white arch, on a blue field.

Warrants

Warrants for Local and Regional MOASs are issued by the Crown and Kingdom Minister of Arts and Sciences once per reign. You must submit three consecutive, on-time Quarterly Reports in order to receive a warrant. Warrants will be in the roster format and will be mailed to each warranted MOAS. Regional MOASs are warranted at the time of their appointment to the post. The Kingdom MOAS is warranted by the Society MOAS.

Finances

The MOAS is not to have any money in their possession that belongs to the local group. All finances must go through the Exchequer's office.

Electronic Mail

You may use e-mail to communicate with the Regional MOAS and Kingdom MOAS, if it is convenient for you. This is often the quickest, easiest way to get an answer to a question you may have. You may also submit your Quarterly reports via electronic mail to your Regional MOAS if they have electronic mail. If either one of these officers do not have electronic mail, then you must report to them via U.S. Mail.

Information posted on bulletin boards or mailing lists is not official. The only place official information regarding the Arts and Sciences can be found is in official SCA publications such as *The Pale* and this Handbook.

Resigning the Office

Although term limits are not required for the Local MOAS, it is recommended that a Local MOAS serve for two years with an optional third year. If the Local MOAS wants to serve a third year, it is advisable to check with the group. When the time comes for you to step down, you should write a letter of resignation to the Regional MOAS. Include the following information:

1. The name of the group.
2. Your SCA name and title.
3. Your legal name, address, phone number and e-mail if you have it.
4. The name of your replacement with their legal name, address and phone number.
5. The date you plan to leave the office.

You may also use the Resignation and Change of Officer Form available in Appendix C. Make sure all files and materials are passed along to your replacement after you resign. Refer to Chapter 5, Files and Correspondence, for more information.