

## Chapter 7: Regional Minister of Arts and Sciences

A Regional Minister of Arts and Sciences is a deputy to the Kingdom MOAS. Their job is to act as a first contact for the local officers. The Regional MOAS should be someone who is active in the Arts and Sciences, with a good understanding of the activities and group dynamics within the region. It is also highly recommended that candidates for Regional MOAS have served as a Local MOAS. In addition to facilitating the Arts and Sciences in the region, they should be able to assist local MOASs with finding teachers for classes and workshops, help solve problems with local MOASs, and organize and run a yearly A & S Faire. Refer to Chapter 11, Running a Regional or Kingdom A & S Faire, for more details.

When a Regional MOAS desires to step down from their position must be advertised in the Middle Kingdom's newsletter, *The Pale*. Interested candidates should send letters of application to the Kingdom MOAS and the outgoing Regional MOAS.

**Selection Process:** Regional MOASs are appointed by the Kingdom MOAS based on the applications received from interested candidates. The new Regional MOAS will be selected from interested candidates after discussion with the outgoing Regional MOAS.

**Term in Office:** The term of office for a Regional MOAS is two years with an optional third year. Requests for an optional third year on a term must be sent to the Kingdom MOAS in writing. If a Regional MOAS wishes to extend their term for the additional third year it must be acceptable to the Kingdom MOAS.

**Removal From Office:** If circumstances warrant, the Kingdom MOAS has the right to replace the Regional MOAS. While this is rare, it can occur if the MOAS does not report, uses the office for as a political tool, misses three consecutive quarterly reports, or for any other unethical conduct.

### Local Reports

The Regional MOAS receives a copy of all Local MOAS reports. Any reports that come via electronic mail should be downloaded onto a disk. You should keep track of who has reported on time and who reports consistently. The easiest way to do this is to use a checklist. The checklist should include the previous three quarters, so the Regional MOAS and the Kingdom MOAS can check for consistent and consecutive reporting. A format like the following example works well:

	Constellation Region 1997			
Group	Jan. 97	April 97	July 97	Oct. 97
Afonyn, Shire	1/2/97	4/6/97	7/3/97	10/5/97
Dragons Vale, Shire	1/6/97	4/1/97	6/30/97	10/1/97
Etc.				

If a local officer misses a report it's up to the Regional MOAS to find out what the problem is and what can be done to solve it. This can include:

- When a local officer misses a report, contact them and remind them that their report is due. Warn them that if they miss two consecutive reports their office will be considered vacant. You may contact the officer verbally, but also send a written copy.
- If a Local MOAS misses two reports, inform the local Seneschal that the office is vacant and that they must find a replacement immediately if they wish to continue to have official arts and sciences activities. They will have one quarter to do so. Include this information in your Regional Report.
- If a group misses three consecutive reports, contact the Kingdom MOAS. The Kingdom MOAS will then contact the Seneschal and may appoint a replacement.

Keep a copy of all letters in your Regional files and include the status of each group in your Regional Quarterly Report.

### **Regional Quarterly Reports**

The Regional MOAS only reports to the Kingdom MOAS. Reports are due on:

January 30  
April 30  
July 30  
October 30

This is to allow the Regional MOAS time to receive the local and Baronial reports and gather other necessary information.

**Report Format:** Regional reports should indicate the level of A & S activity in the region. Your report should include:

1. The modern date.
2. The name of the region.
3. Your SCA name and titles, your legal name, address, phone number, and e-mail address if you have it.
4. Your membership status and number.
5. A summary of your activities as Regional MOAS.
6. A checklist of which groups are reporting, sorted alphabetically by group. This information is very important since it helps the Kingdom MOAS generate warrants. Make sure your checklist is accurate!
7. A directory of Local MOAS officers in your region, sorted alphabetically by group.
8. A summary of A & S activities in the region (Regional guilds, A & S events, contests, Faires, etc.)
9. Noteworthy A & S activities in local groups.
10. Regional or local problems. This could be anything: faction problems, personality conflicts, or anything that affects the group or region.

### **Regional MOAS Files**

When you become Regional MOAS, make arrangements to get the files from your predecessor as soon as possible. It will make the transition easier. Your files should include:

**Official Correspondence:** Keep a copy of every letter you send or receive that is related to the office. A four-folder system works well: To Kingdom, From Kingdom, To Local Officers, and From Local Officers. Be sure to include the modern date on all correspondence. Refer to Chapter 6, Quarterly Reports, for guidelines on mailing SCA-related items.

**Local Reports:** Keep a copy of all reports from each local group. You will generate and maintain an address list of all the local officers in your /region.

**Quarterly Report Forms:** Keep a copy of the current report form in your files. Refer to Appendix A - Quarterly Report Form. You may need to send a copy to a new officer who needs help getting started.

**Regional Reports:** A copy of each report you send to the Kingdom MOAS.

**Publications:** Should include The Middle Kingdom MOAS Handbook, The Middle Kingdom A & S Faire Judging Criteria, Arts and Sciences newsletters, such as *Artes Draconis*, and any other publication purchased for the office.

**Guild Charters:** A copy of charters for all guilds, local or Regional, in the region, if any. Refer to Chapter 10, Guilds, for more details.

**Office Regalia:** Medallions, tabards, seals, pins, and any other symbols of the office.

**A & S Faire Criteria, Forms and Information:** Keep the Criteria, forms and information needed for running the Regional A & S Faire. Keep at least one set of these forms in your files for making copies.

The Regional MOAS does not have an archiving option for old files, unless their region has an archive location.