

Chapter 8: Kingdom Minister of Arts and Sciences

The Kingdom Minister of Arts and Sciences is a Great Officer of State and the final authority on matters in the Ministry of the Arts and Sciences in the Middle Kingdom. The Kingdom MOAS should be someone who is very active in the Arts and Sciences with a good understanding of the activities and the dynamics within the kingdom. It is also highly recommended that candidates for Kingdom MOAS have served as a Local or Regional MOAS. In addition to facilitating the Arts and Sciences in the Kingdom, they serve the Crown as a member of the Curia Regis (Royal Council). The Kingdom MOAS carries out the Crown's wishes for any Arts and Sciences activities They wish to occur during Their reign, and acts as a resource person for Local and Regional MOASs. The Kingdom MOAS must swear fealty to the Crown as a Great Officer of State each reign.

The Kingdom MOAS is responsible for the administration of the Kingdom A & S Faire at Spring Crown Tournament, the Kingdom Craftsperson Faire at Fall Crown Tournament and the Authentic Artifact Showcase at Kingdom Twelfth Night. The Kingdom MOAS is responsible for attending as many of the Regional A & S Faires as possible, or for sending a representative. The Kingdom MOAS generates Warrants for the Appointment to Office for the Crown (based on Middle Kingdom reign dates).

As a member of the Curia Regis, the Kingdom MOAS is required to attend two of the three Curia meetings per reign. Missing a Curia meeting is highly discouraged. It is extremely helpful to have a report on the status of the Ministry of the Arts and Sciences prepared in advance for distribution at the Curia meeting.

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

Selection Process: The list of interested candidates is discussed by the Curia Regis. The final choice for Kingdom MOAS rests with the Crown. Upon your appointment to the Kingdom MOAS position, which takes place in court, it is your duty to notify the SCA Corporate MOAS. In your letter of introduction, include a copy of your SCA membership card, your SCA name, legal name, address, phone, e-mail (if applicable), and a list of any staff you have appointed.

Term in Office: The term of office for the Kingdom MOAS is two years with an optional third year. Requests for an optional third year term must be submitted to the Crown and the Curia Regis. If the Kingdom MOAS wishes to extend their term for the additional third year it must be acceptable to the Crown and the Curia Regis.

Quarterly Reports

The Kingdom MOAS receives a copy of all Regional MOAS reports. Any reports that come via electronic mail should be downloaded onto a disk. It is helpful to have one disk for each region with directories for each group. 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 you can check for consistent and consecutive reporting. There should be a checklist for each region. A format like the following example works well:

	Constellation Region 1997			
Group	Jan. 97	April 97	July 97	Oct. 97
Afonlyn, 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 group misses three consecutive reports, contact the Seneschal and possibly appoint a replacement.

Kingdom Quarterly Reports

The Kingdom MOAS only reports to the SCA Corporate MOAS. Reports are due to the SCA Corporate MOAS on the schedule that office sets.

These report dates should be approximately six weeks before the SCA Board of Directors meeting dates. You will want to verify these reporting dates with the SCA Corporate MOAS.

Report Format: Kingdom 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 kingdom.
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 your membership number.
5. A summary of your activities as Kingdom MOAS.
6. A summary of A & S activities in the kingdom broken down by region.

Kingdom MOAS Files

When you become Kingdom 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.

Regional and Local Reports: Keep a copy of all reports from each local group and Regional MOAS. You will generate and maintain an address list of all the Local and Regional MOASs in the kingdom.

Quarterly Report Forms: Keep many copies of the current report form in your files. You will need to send a copy to a new officer who needs help getting started, along with a welcoming letter. It is advised that you send out welcoming letters and copies of the Quarterly Report Form to new officers on a quarterly basis, usually right after a reporting quarter has closed.

Kingdom and Curia Reports: Keep a copy of each report you send to the SCA Corporate MOAS and distribute to the Curia Regis.

Financial Forms: Since the Kingdom MOAS has a kingdom budget, it is advisable to track all expenses. You will also have Middle Kingdom Reimbursement forms for your expenses.

Curia Regis Minutes: These are minutes and notes from Curia meetings.

Publications: Includes SCA Corporate Law, Middle Kingdom Law, 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, kingdom and interkingdom, if any.

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

A & S Faire Criteria, Forms and Information: Keep the Criteria, forms and information needed for running the Kingdom A & S Faire. It is advisable to keep these items in portable files boxes to take to Regional A & S Faires as well as the Kingdom A & S Faire.

The Kingdom MOAS may archive files over two years old in the Kingdom archives. The Kingdom Seneschal will have details on the location of the Kingdom archives.

Kingdom Minister of Arts and Sciences Staff

A new Kingdom MOAS will assemble their staff. Staff positions, with the exception of the A & S Faire Coordinator, are not warranted. The staff positions include:

A & S Faire Coordinator: The A & S Faire Coordinator is the first deputy and emergency successor of the Kingdom MOAS. It is their job to step into the office of the Kingdom MOAS should the current Kingdom MOAS be unable to perform their duties. The A & S Faire Coordinator is selected by the Kingdom MOAS and is subject to the approval of the Crown and the Curia Regis. The A & S Faire Coordinator is a warranted MOAS. The A & S Faire Coordinator needs to be very familiar with the General Rules of Participation for the A & S Faires and how to run a Regional Faire and a Kingdom Faire. The Regional MOASs can look to the A & S Faire Coordinator for help in picking a site for the Regional Faire and advice on how to run a Regional faire. When attending a Regional or Kingdom Faire the A & S Faire Coordinator is the middle level authority for any disputes or disagreement concerning the A & S Faire rules. At a Regional Faire the Regional MOAS is the first level authority, the A & S Faire Coordinator is the middle level and the Kingdom MOAS is the final authority. At the Kingdom Faire the A & S Faire Coordinator is the first level of authority and the Kingdom MOAS the final level.

Judges Coordinator: The Judges Coordinator maintains a database of A & S Faire judges in the Middle Kingdom and is appointed by the Kingdom MOAS. They keep track of this information using a computer database that is updated after each A & S Faire. Prior to each Regional or Kingdom A & S Faire the Judges Coordinator prints and mails postcards to the judges in that /region (or throughout the kingdom for Kingdom A & S Faire). Judges are instructed to return the card to the Regional MOAS, or Kingdom MOAS for the Kingdom Faire, indicating if they will attend and what they would like to judge. After each Faire the Judges Coordinator uses the Judges Registration Forms to update the database so there is always a current record of what everyone can judge or teach. Anyone can contact the Judges Coordinator for suggestions on who can teach or judge an Art or Science. For example, if you wanted to have a leatherworking class at your local meeting but no one who lived in your group did leatherwork, you could contact the Judges Coordinator. They could then recommend people in your area who might be able to help you.

Deputy for A & S Education and RUM Liaison: The A & S Education deputy and RUM Liaison works with the populace to educate about the different A & S venues and how to participate in them most effectively. The person in this position also works closely with the RUM Regent to provide A & S education classes at RUM events. This deputy can also sponsor A & S education teas, round tables and help with events dedicated to A & S Education.

Editor of the *Artes Draconis*: The *Artes Draconis* is the Middle Kingdom's Arts and Sciences newsletter. The Editor of the *Artes Draconis* is appointed by the Kingdom MOAS. Any member of the populace may submit articles to the *Artes Draconis* and it is a fascinating resource for any group or individual.

Administrative Assistant: Every wise Kingdom MOAS appoints an Administrative Assistant to help with the clerical duties of the Kingdom MOAS office.

Other staff positions can include an Editor of Publications if the Kingdom MOAS is planning on revising the A & S Faire Criteria or other publications as well as special deputies for certain projects. These are not warranted positions.