



Ansteorran A&S Officer Handbook



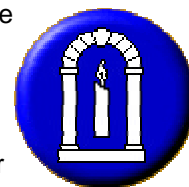
Chapter 1: Arts & Sciences

Defining the Arts and Sciences (A&S) in Ansteorra

- Purpose of this handbook** - The purpose of this book is to explain the role, duties and responsibilities of Local A&S officers, Regional A&S Officers, Kingdom Deputies, and the Kingdom Minister of Arts & Sciences.
- Definition of Arts & Sciences** - The Arts and Sciences in the SCA is the study and practice of the various arts that one will find in the society. The arts in the SCA are as many and varied as the people who make up the Society. In any given group, you are likely to find calligraphers, performers, dancers, brewers, writers, metal workers, weavers, costumers and more, and all of these people are artisans. You will also find people who research the sciences of the Middle Ages and who work in creating paints, dyes, people who study languages and those who perform other types of research. All of these together, and all of the many other forms of research and application of history make up the A&S within the SCA. As the Known World Handbook says, *"What is A&S? - It has been said that the Arts are for beauty and the Sciences for use. Properly done, anything can be an art, or a science. Simply do, and do well, and all will be well."*
- Art Forms** - Several other kingdoms of the Known World sort the arts and sciences into categories. This kingdom, under the advice of the Laurels of Ansteorra, has consciously chosen not to categorize the arts in an effort to keep from limiting members to those art forms currently listed in a "category" outline. However, for new artisans, a list of possible art forms may be helpful. A useful list may be found at <http://www.midrealm.org/moas/handbook/chapt2.html>.

The Badge

- The heraldic badge that represents the A&S office is a candle in a window. This candle represents the pursuit of knowledge and truth that are fundamental goals of the arts and sciences.
- Any Minister of A&S may wear the badge of their office on their person as a pin, pendant or other appropriate decoration. Likewise, A&S Ministers may also display their badge of their office as a banner at events.



Chapter 2: Local Minister of Arts & Sciences

Job description

1. Purpose

A major purpose of A&S in the SCA is to help us recreate medieval life and culture. It is the responsibility of the A&S Minister to ensure that everyone who wants to learn, teach, study, demonstrate, or practice some medieval art or science may do so. While there are many other administrative duties involved in the office, the A&S minister should always strive to support and facilitate the people in their group. The requirements of your job are listed below. The customs of your group will determine whether or not you are in charge of running competitions at local events, holding classes, etc.

2. Requirements of the office:

- A. You must be at least 18 years or older and a paid member of the SCA.
- B. You are requested to attend officer/populace meetings and local events. It is not necessary to attend all local guild meetings, although you may wish to occasionally attend to show support for local A&S.
- C. It is highly recommended that you attend round table events that are held twice a year and are specifically geared for the continuous training of officers within the Kingdom of Ansteorra
- D. Once a month you are required to send a report of local A&S activities to your regional officer.
- E. You need to have management skills to be able to run an A&S competition or A&S events for the group.
- F. You need to be able to effectively communicate with local artisans, as well as Nobles and Peers.
- G. It is recommended that you meet with your local treasurer to find out the current practices for your office's budget and current practices for event expenses.
- H. You may not hold more than one office for a group, though you may be a deputy officer. Should a need for you to temporarily hold another office arise, please advise your regional officer.

3. Applying for the Job

- A. The office of Minister of Arts and Science has a two year tenure.
- B. An "Application for Office" form can be found on the Kingdom Seneschal's Forms Page of the Ansteorran web site at <http://www.ansteorra.org/regnum/seneschal/forms/Application.pdf>
- C. Mail (USPS) your application and a copy of your membership card and photo ID to: The current A&S officer, the Local Seneschal (and Landed Nobles), and the Regional A&S Officer.
- D. You can e-mail your application to let the officers know that you intend to apply, but official applications must still be mailed USPS, along with a copy of your membership card and ID.

4. Warrants (Officers are warranted on a roster system made up of all of the current and acting officers.)

- A. Current Officers are those officers whose warrants have been signed by the Crown
- B. Acting Officers are those officers who have filled a position but whose warrants have not yet been signed by the Crown.
- C. An officer's warrant lasts for two years
- D. Warrants are signed twice a year at each King's Round Table event. The two year "clock" on the warrant begins when the warrant is signed.
- E. On rare occasions, it may be necessary for the Kingdom MoAS to not accept a proposed officer. On such occasions, the Kingdom MoAS will work with the Regional A&S Officer and the local seneschal to fill the position. The local seneschal will handle the A&S reporting until the new Local MoAS is installed.

Duties

1. Reporting

- A. The Local MoAS is required to make a monthly report of their group's A&S activities using the MoAS Report Form found on the KMoAS website at: <http://moas.ansteorra.org/handbooks/MOASRegionalReportForm.pdf>
- B. Send reports to: The Local Seneschal and Landed Nobles (if applicable), and The Regional A&S Officer.
- C. Electronic reports are preferred, but USPS is an acceptable means of sending your reports.
- D. Keep reports short and succinct. Reports should include the names of champions, classes taught (and their teachers), guild leaders and summaries of their activities and artisans who are doing A&S activities.
- E. Due the 5th of the Month to your regional officer. (September's activities would be reported on October 5th)

2. Current Files

- A. A file folder should be created for each year's reports.
- B. Attach all monthly guild and event reports to your monthly report and store them chronologically within each year's folder.
- C. Date the records in your files so you can sort them chronologically.
- D. Any correspondence from your office should be dated and stored chronologically within each year along with the monthly reports.
- E. Additional file folders should be created for items that are "timeless". Examples include, lists of local artisans and their art forms, class handouts, historical lists of champions, etc.
- F. Files of SCA offices important to the running of the group and are SCA property.

3. Maintaining files

- A. A&S files can be a great source for historical information about a group. It is important to maintain a balance between keeping historically significant items and having files that are of a manageable size.
- B. Keep 5 years worth of information as stored by previous officers.
- C. If you have information that is over 5 years old, you can officially request your Seneschal and Landed Nobles to permit you to gather a group of "old timers" who can help you go through the old files and purge unnecessary information. See if you can reduce the files to one file folder per year, and any additional files that are of historical interest (i.e.: list of classes from the first college your group held).
- D. Be sure that you have written permission to purge the files and that you do so with a group of people.

4. Finances

- A. **Budget:** Your office should have a budget to cover expenses. Typical expenses include; copies of your reports, file box for the A&S files, etc. Talk with your local treasurer before making any expenditures. Keep sales receipts for everything for which you intend to get reimbursed and be sure that they are turned in by the deadline set by your treasurer.
- B. **Local Practices:** Be sure to discuss all financial practices with your local treasurer and seneschal. You may also discuss such things with the Baron and Baroness and former MoAS, but the treasurer is the final word.
- C. **A&S at Events:** All expenses for classes or competitions that are held at a specific event must be budgeted into the event budget, not your A&S office budget. It is very important that you communicate with the event steward regarding these costs to make sure that they are budgeted into the event. Common expenses include copies (sign in sheets, judging forms, etc.), thank you gifts, food for judges, etc. ***The rules regarding whether or not prizes can be purchased with funds keeps changing, please talk with your treasurer about current policies.
- D. **Fund Raising:** The MoAS may sponsor fundraisers such as bake sales, garage sales, silent auctions, etc to support their office. You may accept items as gifts or donations to the office, but they must be identified as such. Many times if you call for prize donations at a time when your group is not scrambling to prepare for an event, they will come through with some spectacular prizes that you can store for future events.

5. Deputies

- A. **Emergency Replacement Deputy** – It is very important for you to have someone who can take over the office if you should unexpectedly have to step down. The more time that you have to work together, the easier the transition will be for everyone involved.
- B. **Other Deputies** – From time to time you may need to have additional deputies. Please make sure to let everyone in your group and the regional officer know that you've got others who are helping you with your job.

6. Stepping Down:

- A. Procedure: Two months prior to the end of your warrant, you need to let your local group and the Regional A&S officer know that your warrant is almost up, announce the information at populace meetings, and publish a note in your local newsletter calling for applications using the form on the Seneschal's web page mentioned above. Be sure to set a deadline for applications in your notice.
- B. Once you have applications for your office, you need to talk with the local seneschal, landed nobles, and Regional A&S officer on your recommendation for your replacement.
- C. The Regional A&S officer, after visiting with you, your seneschal, and landed Nobles, will then let you know who will be the next A&S officer for your group.
- D. The Regional A&S officer is responsible for making the decision on the A&S officer. If there is a conflict with this, the decision will be made by the Kingdom A&S officer.
- E. Emergency step down – If you must step down immediately due to an emergency, your Emergency Replacement Deputy (or the seneschal) should take over the office. Their only duty will be to continue with any current A&S activities and call for applications in the next local newsletter.
- F. During the time when notice is out and others are applying for the job, please make sure that all of your files and other materials are updated and are passed along to your replacement in a timely manner.
- G. Termination: While rare, if the situation warrants, the Kingdom MoAS has the right to remove a Regional or Local MoAS.

Above and Beyond

1. Working With Others:

By taking on the role of local A&S officer you have agreed to become a proactive line of communication between people in the arts community. You are required to send a monthly report to your regional officer, but this is just the beginning of your role. As an officer in your group, you should act as a liaison between artisans and the arts community, providing them with as many resources as you can get your hands on.

- A. **Sense of Humor and Courtesy** – There are many people in the A&S community that feel a great deal of passion about the arts. It is vital that you maintain a polite and courteous manner, regardless of what is occurring around you.
- B. **Seneschal** – Be sure that you are reporting on time and keep your group's Seneschal informed of any important changes immediately.
- C. **Chronicler** – Find out if there is anything that your group's Chronicler would like to see in the newsletter. Try to publish as much information as possible on the arts in your area.
- D. **Herald** – Stay in contact with your herald in planning arts activities. Most A&S venues will also support scroll painting activities as well as heraldic classes.
- E. **Event Stewards** – If it is customary for you to run the A&S activities for your group's events, it is vital that you visit with the event steward and find out what their "vision" is for the event. You should then make every effort to see if your activities can support their vision. If the event steward chooses someone else to run the A&S activities, then it is your job to support the person in charge of the activities for the event. You may need to educate them on funding the A&S activities in the event budget or point them to this handbook for competition information that they may not be aware of.
- F. **Landed Nobles** – Your landed nobles usually have a large-world view of the kingdom and can provide you with great suggestions for A&S activities that they have seen in their travels throughout Ansteorra. In addition, most Landed Nobles have certain goals for the arts and sciences in their barony. See if you can assist them in meeting those goals. For events, make sure that they are informed in advance as to how the A&S activities will be run. They will need to speak eloquently about them at court and are much better able to do this if they have been given the information beforehand. They can also help you with getting recognition for deserving individuals within your group.
- G. **Regional A&S Officer** – Your Regional A&S Officer has their finger on the pulse of the region. If you are wondering what others are doing, drop your Regional A&S Officer a note and they can probably help you.

- H. **Kingdom A&S Officer** – If you have a question about a kingdom event or a kingdom-wide issue, please contact the Kingdom A&S Officer. If there is a local concern about something, please contact your Regional A&S Officer first.
- I. **Laurels** - A Useful Resource™.
- J. **Artisans entering your competitions** – When an artisan puts their work out for display or competition, they are placing a small part of themselves out for comment. It is important that you show them the courtesy and support during the event. An artisan should be welcome to lodge a complaint in a polite and courteous manner. Under no circumstance should you remain if an artisan is out of control and is being rude or impolite.
- K. **Judges** – It is important to ask those people that you wish to have judge your competition prior to the event. As with artisans, they should be shown courtesy and respect for volunteering their time to help you with the judging. Also like the artisans, they should be welcome to lodge a complaint in a polite and courteous manner, but not to be rude or out of control.
- L. **Maintenance of Period Ambiance** –In accordance with Kingdom Law: "*A. No object, conduct, or manner of dress that is blatantly modern may be publicly displayed at SCA events unless permission has been obtained from the autocrat or the Crown. B. Any person who displays a blatantly modern appearance is open to public censure by the Crown or their representative. C. Modern equipment such as recorders, vehicles, phones, and cameras must be hidden whenever possible.*"

2. Providing Resources for your Group

Learning how to provide resources to your group is probably the place where you will have to step out of the box a little bit to help the artisans within your group with anything that they may need. If you need additional help with resources, please contact your Regional A&S Officer.

- A. **Arts Day** – One of the easiest things to do is find a location for a local arts day. Work with your local officers to establish a consistent date (for example, the second Monday of each month) for an arts day and invite everyone in your group to bring their current projects to work on together.
- B. **Museums** - Check out any local museums to find out exactly what they have in them. Find out if they receive traveling exhibits from other museums and see if they have a schedule of upcoming displays.
- C. **Libraries** – Go to your local library and become familiar with the history section as well as the craft section and art book section. If you have an idea of the scope of local resources, you will be better able to serve your group. Then talk with the librarian about inter-library loans (ILL). You may want to try to go through this process yourself so that you can help others in your group.
- D. **Local Colleges** – Many colleges host touring art displays. Try to get a schedule of upcoming tours. Look into the history department and art department to see what classes may be offered that might be of interest to your group.
- E. **College Libraries** - The librarians at college libraries have been trained in providing research for students. If you are lucky enough to live in a place with a library college, take advantage of this amazing resource. Again, go to the library yourself and familiarize yourself with the history, art books, and crafts sections. As with the local library, you may want to interlibrary loan a book (if the service is extended to community members) just to go through the process yourself.
- F. **Hobby/Craft/Fabric Stores** – Get a general idea of the scope of your local resources. If you come across a sale, you may want to let your local artisans know about it.
- G. **A&S Web Site** – If you yourself have not entered A&S competitions or other A&S activities, it is very important that you know as much about being an artisan as possible so that you are able to help people in your group. Go to the A&S web page and read the "Handbook for Artisans" at <http://moas.ansteorra.org/handbooks/ArtisanHandbook.htm>, which was written as an introductory resource for artisans in Ansteorra.
- H. **Laurel Web Site** – The Laurels of Ansteorra also have a web site that has a variety of articles on A&S topics at <http://laurel.ansteorra.org/>. There is also a page of pictures of all of the Ansteorran Laurels so that you can match up names and faces (Click the "Ansteorran Laurels" link).

- I. **Laurels** – If you have a local Laurel that is currently active, you can use them as a resource, not only in their art form, but as a resource to connect you with other Laurels whose art forms are needed. If your group is interested in a particular art form, you can always invite a Laurel to come and teach a class for your group.
- J. **Remote groups** – If you are the A&S officer for a group in a small town that is remote from the rest of the kingdom, it is very important that you “work” the lines of communication. Travel as much as you can; the more you are able to connect with the rest of the kingdom, the more you will be able to help the arts community in your group. Plan group road trips for artisans in your group to travel to King’s College or Kingdom A&S. Keep in touch with your Regional A&S Officer and try to get ideas from them. Find out what art forms your group is interested in learning about, plan a College, and specifically ask artisans from the Kingdom to attend and teach those art forms.

3. **Arts & Sciences Awards in Ansteorra:**

- A. **Sable Thistle** – this award carries with it an Award of Arms, which grants the recipient the title of Lord or Lady, and can be given for excellence in any endeavor in A&S. It is possible for a person who practices multiple art forms to receive more than one Sable Thistle. The Sable Thistle is usually a person’s first recognition for A&S since it is an AoA level award. Holders of the Sable Thistle may display the badge of the award, being a black thistle, usually on a medallion.
- B. **Order of the Iris of Merit** – membership in this order carries a Grant of Arms, which entitles the recipient the title of Honorable Lord or Lady. Since the Iris is an Order, not an Award, and since members are inducted into the Order, a person can’t “receive” more than one Iris. People who are skilled artisans and experienced teachers, and who have attained some amount of fame in the kingdom are inducted into the Order of the Iris. Members of the Order of the Iris are entitled to wear a rainbow-colored ribbon on their left shoulder.
- C. **Order of the Laurel** – the Laurel is the peerage level order that is granted for excellence in the arts. As the Laurel is a Peerage-level Order, it is equal to the Order of the Chivalry (Knights & Masters at Arms) and the Order of the Pelican. Members in the Order of the Laurel are granted the title of Master or Mistress.

4. **Recommending people for A&S awards**

Any member of the Society is entitled to recommend any other member to the Crown and/or the local nobility (if applicable), for recognition. As the MoAS, you are not required to recommend people for awards, but you certainly may if you wish. As the Local A&S Officer, you should be in a good position to know what the artisans in your group are doing and when they may be ready for recognition.

- A. A written recommendation can be sent to the Crown using physical mail or the online recommendation form on the Ansteorran web site, at <http://www.ansteorra.org/forms/award.php> and usually email as well. Be sure to allow time (at least 3 weeks) for the Crown to consider, research and have the scrolls created (should They choose to grant the award) prior to the event for which the recommendation is being made.
- B. Give the person’s name that you’re recommending, the award for which you are recommending them, the reason why you think they deserve the award, and an event where the award can be presented.
- C. If you live in a barony, you should copy your baron and/or baroness with your recommendation.
- D. If you live in a barony that has local awards, you may recommend a person to your baron and/or baroness.

5. **Other Forms of Recommendation and Encouragement**

- A. As the A&S officer, you can always privately present a gift to your favorite piece.
- B. Provide a prize for the local landed nobility to give as a personal favorite.
- C. Word fame! List winners and champions in your local newsletter or send a congratulations note to the Black Star.