



# Kingdom of Trimaris Volunteer Position

<b>Job title</b>	<i>Deputy Seneschal - Calendar &amp; Events</i>
<b>Reports to</b>	<i>Kingdom Seneschal</i>

## Job purpose

The Deputy Seneschal for Calendar and Events is delegated by the Kingdom Seneschal as the person who maintains the official calendar for the Kingdom of Trimaris and ensures that the calendar is accurate and consistent on the assorted Trimaris official and unofficial information channels (Talewinds, Facebook, Discord, and Website)

Primary responsibilities of this deputy include receiving event requests, coordinating calendar information with Kingdom Officers and local seneschals and event autocrats, and verifying that required information has been published by event deadlines for Talewinds and the kingdom website; then updating the kingdom calendar on Trimaris.org and with the Chronicler's Office. Additionally, the Calendar & Events Deputy educates event autocrats & local group seneschals on event-related deadlines and provides links to helpful information (ie. event handbooks, etc)

## Duties and responsibilities

- Maintain the official kingdom calendar spreadsheet
  - Work with kingdom officers and local seneschals to schedule events according to the guidelines established by the Kingdom Seneschal
  - Include 12-18 months of:
    - Kingdom events
    - Local group events
    - Major demos like Hoggetowne Medieval Faire and MetroCon
    - Kingdom Exchequer/ Financial Committee, Seneschal's, Kingdom Officer meetings or other Kingdom- or Society-level meetings which the populace may observe (online and live meetings)
  - Communicate with Royals and/or Their Chamberlains to note events that are included in the Royal Progress
  - Ensure the Greater Kingdom Officers and all Seneschal Deputies have access to view the spreadsheet contents
- Update and maintain the Kingdom Calendar page on the Trimaris website to reflect the same information (working in cooperation with the Kingdom Webminister)
- Verify that kingdom and local events have met the Talewinds publishing requirements for conducting official business. (Required event information included in Talewinds issue for month of and/or month prior to the event)
  - Notify the Kingdom Seneschal, local Seneschal and Event Autocrat of events that near deadline without meeting the requirement
- Coordinate with Trimaris Social Media Officer to ensure that Kingdom events (Crown Tournaments, Coronations, and Kingdom Art-Sci/TRU) have Facebook events listed on relevant social media channels (ie. Kingdom of Trimaris page, Trimaris Populace group, and Kingdom of Trimaris Discord)
- Provide local seneschals, event autocrats, or demo coordinators links to documents with deadlines, policies, or procedures related to their activity, as provided by the Kingdom Seneschal and Kingdom Chatelaine



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- Participate as part of the Kingdom Seneschal's Deputy Team via email, messaging or meetings as needed

## Qualifications

- Requires good internet access via a computer (Some tasks are not possible via tablet or phone)
- Ability to access email several times weekly.
- Strong communication skills, particularly by email
- Experience with Google Workspace, especially Gmail, Google Sheets, and Google Drive
- Familiarity with Wordpress is preferred, but willingness to learn basics needed to perform calendar updates on the Kingdom website is required.
- Requires <5 hours per week.

## Working conditions

This position requires little-to-no on-site responsibility at events. It performed remotely at the schedule of the officer, provided email is accessed and replied to within 48 hours. No equipment is provided, however all required email accounts and other logins are provided by the Kingdom.

## Direct reports

None

## Relevant Policy Documents

- Governing Documents of the SCA, Inc.  
Corpora, the By-laws, Corporate Policies and Articles of Incorporation  
<http://sca.org/docs/pdf/govdocs.pdf>
- The Kingdom Laws of Trimaris  
<https://www.trimaris.org/files/seneschal/Kingdom-Law-May-2017.pdf>
- Seneschal Handbook or other documents?

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