



Medieval Combat Society

Sic Transit Gloria Mundi

POSITIONS AND RESPONSIBILITIES POLICY

1) Purpose and Scope of the Positions and Responsibilities Policy

To assist with the smooth running of The Society it is necessary that Officers of the Society perform additional duties to those required by the Constitution and that other positions with specific responsibilities be created as required.

The Positions and Responsibilities Policy consists of a set of rules which set down and defines those responsibilities and additional positions.

2) Deputies and Devolution of Responsibilities

Each Officer of the Society and advisor shall nominate a deputy to learn, delegate tasks and assist in the role, and provide direction when the committee member or advisor is absent. The deputy is not empowered to make decisions unless explicitly directed. Ideally, this should be someone different each year.

a) In place of a deputy the Secretary will appoint a member to the non-executive position of Data Coordinator.

In the event of an Officer of the Society being unable to perform their duties the other Officers of the Society (ideally the President) will take over their responsibilities until the elected Officer can return or an election is called. If a second Officer of the Society becomes unavailable an EGM to re-elect the positions must be called.

In the event of a Society advisor being unable to perform their duties the advisor's deputy will assume the role until the advisor can return or an election is called.

3) Additional Responsibilities of Officers of the Society

a) In addition to their core responsibilities the Officers of the Society will also accept the following responsibilities.

(1) The President -

- i) Will arrange training sessions, social events, other non-show events and banquets.
- ii) Will assist other Officers of the Society / advisors to maintain their responsibilities as required.
- iii) Will, in the event of an emergency, be prepared to act in the stead of another officer or advisor if requested to do so by the officer / advisor in question.

(2) The Secretary –

- i) Will maintain an archive of the societies paperwork, membership records and finances.
- ii) Will keep the membership informed of Society news and events.
- iii) Will process new membership enquiries in a timely and proactive manner.
- iv) Will maintain The Society member's medical information in a confidential manner while

- ensuring it is available as required by medical personal or in the event of an emergency.
- v) Will maintain copies of the society's legal documents and insurance policies and advise the Treasurer when such documents / policies are due for renewal.
- (3) The Treasurer –
- i) Will ensure that all moneys due to The Society are paid in a timely manner.
 - ii) Will organise a yearly audit of all items of equipment owned or held in trust on behalf of the Society.
 - iii) Will maintain a photographic record of said equipment and ensure that any necessary repairs / replacements required are reported to the committee for action in a timely manner.
 - iv) Will negotiate and obtain all necessary insurance policies, legally required documents and certificates and ensure that these are up to date at all times in conjunction with the Secretary.
- (4) Bookings Officer –
- i) Will be prepared to conduct site visits / surveys as required prior to Society events.
 - ii) Will ensure that any event specific / client requirements are communicated to the Tournament Director to enable him to act upon them as required.
 - iii) Will ensure that any and all event specific documentation, certificates or permissions are obtained prior to the event and available as required to be compliant with public performance requirements.
 - iv) Will ensure that the full details of all events including details of financial arrangements and copies of relevant agreements / contracts are communicated to the Secretary and Treasurer immediately upon a confirmation of a booking.
- (5) Tournament Director –
- i) Will coordinate the “show team” (Combat Master, Archery Master & Dance Master) both at events and in advance to ensure the members know what is expected from them.
 - ii) Will help / encourage members to do their best at shows, make sure members are ready on time, and ensure that the encampment looks professional, authentic and is safe at all times.
 - iii) Will liaise with clients and the bookings officer at events to ensure that their expectations are met in a safe, practical and professional manner
 - iv) Will, where possible, ascertain in advance the numbers of members attending an event. Then plan accordingly and contact other members as required to encourage attendance and ensure that the needs of the client / event can be met.

4) Additional (Advisory) Positions

- a) To assist with the administration of The Society the following Advisory Positions will also be created.
- (1) Combat Master –
- i) Will have the final decision as to the suitability of any person to take part in a combat, training or tournament.
 - ii) Will ensure members are correctly trained for and have correct equipment for combat activities.
 - iii) Will approve all weapons and armour for safety and authenticity and ensure that all combat equipment both group and personal is kept in a good standard and is safe to use.
 - iv) Will directly oversee all combat activities to ensure a high standard of professionalism, commentary and safety is maintained.
 - v) In the event of the combat master not being present, decisions concerning fight training / arranging will fall to their deputy, then the most senior knight present, then a majority of committee members present at the event.
- (2) Archery Master –
- i) Will have the final decision as to the suitability of any person to take part in a shoot, archery

- training or archery tournament.
 - ii) Will ensure members are correctly trained for and have correct equipment for archery activities.
 - iii) Will approve all archery equipment and costume for safety and authenticity and ensure that all archery equipment both group and personal is kept in a good standard and is safe to use.
 - iv) Will directly oversee all archery activities to ensure a high standard of professionalism, commentary and safety is maintained.
 - v) In the event of the archery master not being present, decisions concerning archery activities will fall to their deputy, then the most senior archer present, then a majority of committee members present at the event.
- (3) Dance Master –
- i) Will have the final decision as to the suitability of any person to take part in a dance display, dance training or other dance activity.
 - ii) Will ensure members are correctly trained for and have correct equipment for dance activities.
 - iii) Will approve all dance equipment and costume for safety and authenticity and ensure that all dance equipment both group and personal is kept in a good standard and is safe to use.
 - iv) Will directly oversee all dance activities to ensure a high standard of professionalism, commentary and safety is maintained.
 - v) In the event of the dance master not being present, decisions concerning dance activities will fall to their deputy, then a majority of committee members present at the event.
- (4) Costume / Depiction Master –
- i) Will work with members on their clothing and equipment to produce the correct looking garments for the time period and status of the character they are portraying.
 - ii) Will provide help and advice with the depiction and static display activities of the Society.
 - iii) Will assist the Tournament Director to ensure that the encampment at Society events is maintained to a high professional, authentic and safe standard.
 - iv) Will maintain a stock of suitable loan garments for prospective members of all ages and sexes to use at shows.
- (5) Publicity / Communications Master
- i) Will maintain the content of The Society Website
 - ii) Will maintain a group presence on social networks and electronic media sites to include but not be limited to Facebook, Twitter, Instagram and You Tube.
 - iii) Will act with the Bookings Officer and Secretary to promote The Society, attract new members and bookings.
 - iv) To act with the Secretary and Bookings Officer to create promotional materials for The Society.
 - v) Will be responsible for approving heraldic designs for use by The Society and its members, and maintain a record of these designs. These designs must be correct for period and follow the rules of heraldry.

5) Non-Executive Positions

- a) To assist with the administration of The Society the following non-executive position will be appointed by the secretary.
- (1) Data Co-ordinator
- i) Will act as deputy to the secretary
 - ii) Will facilitate communication of data between bookings officer, secretary and treasurer.
 - iii) Will maintain and perform data entry to the MCS workflow spreadsheet as and when asked to by the above officers of the Society.

6) Limitation of Responsibilities

This document sets down the responsibilities required of Officers and Advisors of the Society but is not intended to limit these roles.

An officer or advisor of the Society may if required assume other responsibilities to ensure the smooth running of the Society so long as

- i) The responsibility is within the broad remit of the officers / advisor's role.
- ii) The responsibility has not already been assigned to another officer / advisor.