POLICIES OF THE KINGDOM MINISTER OF ARTS AND SCIENCES
Updated February 2017 (AS LI)

I. It is the responsibility of this office to

1. ensure that anyone wishing to study, teach, demonstrate, display, or practice an art or science of the Middle Ages has the opportunity to do so.

2. support and encourage the organization of educational opportunities such as; classes, workshops, guilds, demonstrations, publications, forums, displays, competitions, online discussion groups, and other online ventures that promote the interaction and communication of artisans and scholars within our Kingdom and our Society.

3. maintain Information regarding demos and share the same with the Kingdom Chatelaine.

II REQUIREMENTS AND RESPONSIBILITIES OF THE KINGDOM OFFICER

1. Know and understand Corpora and Kingdom Laws.
2. Report Quarterly to the Society A&S Officer.
3. Report on the state of this office including a Roster at Curia and Coronation.
4. Designate a drop dead deputy, regional deputies, and such special deputies as are deemed proper.
5. Maintain a Roster of all A&S Officers in the Kingdom.

III. REQUIREMENTS AND RESPONSIBILITIES OF THE LOCAL A&S OFFICER

1. Meet the age and membership requirements as set forth in Corpora and Kingdom Law.
2. Maintain files
3. answer correspondence
4. have a designated emergency deputy
5. comply with Corpora and Kingdom Law
6. file quarterly reports with the Kingdom MOAS.
    A. Reporting dates are March 1, June 1, Sept. 1, and December 1.
    B. Officers who fail to report twice consecutively may be removed from office. Officers with consistently late or poor reports may have action taken toward them.

IV. SELECTION AND ROSTERING OF LOCAL A&S OFFICERS

1. Local A&S officers are selected by their group.
2. To be officially rostered to your post,
you must submit a letter or e-mail to the KMoAS of your group's decision,
containing at a minimum:
    A. your group's name
    B. your SCA and legal names
    C. mailing address
    D. Phone number
    E. E-mail address

F. proof of membership, being either a copy of a current membership card or a receipt from the Corporate office.

3. Further, a letter or e-mail must come from both the previous A&S officer and the local seneschal. This letter should reflect that you are, in fact, the newly selected officer.
4. You will remain the rostered A&S officer for your local group until the Kingdom MOAS, via your regional deputy, receives a letter of your resignation or letters that install your replacement.
5. In the case that the office becomes vacant unexpectedly, the deputy or group Seneschal will be expected to report until the group selects a new officer.

V. REQUIREMENTS AND RESPONSIBILITIES OF REGIONAL AND SPECIAL DEPUTIES

A. There is a deputy for each region in the Kingdom. Deputies will meet the requirements listed above for local A&S officers. They keep a roster of local officers within their region.

B. Regional deputies will

1. collect reports from those local A&S officers unable to access the online form on the Kingdom website in their region to pass on to the KMoAS.
2. support the organization of educational opportunities,
3. instruct on the local level
4. bring any unresolved difficulties to the attention of KMOAS for resolution.
5. represent this office in the event that the Kingdom MOAS cannot attend an event in that region.

C. Other deputies may be appointed on an as-needed basis. Deputies may be appointed to act as a guild liaison, compile a directory of A&S teachers and their subjects, assist in the publication of an A&S newsletter, etc.

D. A Web Minister will be appointed to administer the A&S web site. 7s