

# Lochac Brewers Vintners and Imbibers Guild

## Clerk Change Over Document

At the change over of the guild clerk the following matters need to be attended to.

### **KINGDOM A&S and REGNUM**

The new clerk needs to contact the Kingdom A&S Deputy for Guilds and the Deputy Chronicler (Regnum) to inform them of the change over and their preferred contact details.

### **MAILING LIST**

The old guild clerk needs to add the new guild clerk as an administrator/owner of the guild mailing list and remove themselves. This can be done via the administrative interface at <http://lochac.sca.org/mailman/admin/brewers-guild> the password is "[REDACTED]".

The clerks main duties with regard to the mailing list are:

- 1/ To announce any and all official business of the guild on the MAILING LIST. This includes, as their final duty, the change over of the clerk. Notifying the Facebook page or publishing on the webpage is not sufficient as we are required by Kingdom to publish all official business to the mailing list.
- 2/ To manage the membership of the mailing list via the administrative interface, i.e add, remove or change memberships as requested.

### **WEBSITE**

The old guild clerk needs to list the new guild clerk as an Administrator on the back end of the Guild Website and remove themselves. You do this at <http://brewers.lochac.sca.org/wp-admin/users.php> The new guild clerk will receive an email asking them to confirm and giving them a personal password.

The new clerk then needs to update the Clerks bio and photo at <http://brewers.lochac.sca.org/wp-admin/post.php?post=18&action=edit>

AND update their email address in the Contact/Contact the Clerk/ Mail <http://brewers.lochac.sca.org/wp-admin/admin.php?page=wpcf7&post=536&action=edit>

The Clerk's main duties on the website are:

- 1/ To update the "posts" section with any announcements of Guild meetings, competitions, etc. at <http://brewers.lochac.sca.org/wp-admin/post-new.php> These should also be posted to the mailing list and to the Guild Facebook page.
- 2/ To keep the list of ranked guild members current. Pages/Guild Administration/Guild rankings <http://brewers.lochac.sca.org/wp-admin/post.php?post=49&action=edit> Applicants will mail/email completed from to you from time to time and the person looking after the online submission form should send you an update of the database regularly. (Request one if they haven't.)
- 3/ Also to update any other parts of the webpage as necessary. It's suggested you read over the page at the change over, to see if anything is out of date.

The co-admins and editors are listed on the Users page and may be able to assist if necessary or if you need help operating Wordpress someone at the "Masonry" team should be able to help.