

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> You will need to create an account and login, then get the previous clerk to make you an owner. You can also change your moderators for the list from here.

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 and keep the list of moderators up to date.

WEBSITE

The website is run on Wordpress using a Lochac Kingdom template. The out going clerk needs to contact the Masonary team at webwright@lochac.sca.org and inform them of the change over and the new clerks email address. The new clerk will then receive an email giving them the username and password to log in to Wordpress at <https://brewers.lochac.sca.org/wp-login.php>

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 and those of the moderators 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 <https://brewers.lochac.sca.org/wp-admin/post.php?post=688&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.