

# Quæstor

## Royal Æthelmearc Guild of Brewers, Vintners, and Meadhers

### **Mission Statement**

The mission of the Royal Æthelmearc Guild of Brewers, Vintners, and Meadhers (hereafter referred to as “the Guild”) is to promote and practice within the Kingdom of Æthelmearc, Society for Creative Anachronism, Inc., the science of historical brewing defined as the production of potable alcohol through a fermentation process using equipment, processes, and/or ingredients documented to have been in use prior to 1601 A.D.

Please visit [brewers.aethelmearc.org](http://brewers.aethelmearc.org) to learn more.

### **Position**

As a member of the administrative team, the Quæstor is involved in strategic planning initiatives, as well as planning for fund raising activities sponsored or promoted by the Guild. This position is not affiliated with the SCA, kingdom, or local office of exchequer. Per SCA policy at the time of writing of these bylaws, all Guild funds must be kept separate and independent of any SCA funds and accounts.

The Quæstor reports to the Guildmaster.

### **Specific responsibilities include:**

- Take all monies donated to the Guild from any source, account for them, and deposit them into an appropriate financial institution account.
- Be one of two required signatures on any check expending funds (the second being the Guildmaster or Deputy Guildmaster).
- Track and account for any cash expenditures made from cash on hand (e.g. expenditures for the Pennsic bar at Æ Royal).
- Assist Regional Deputies and Project Officers to organize resources for Guild-sponsored activities (such as the Pennsic Æ Royal Bar.)
- Provide a quarterly and annual written accounting of all income and expenditures to the Guild officers.
- Participate in Guild officer meetings and special project committees as necessary.

## **Qualifications**

The Quæstor will have the following experience and attributes:

- Be resident within the kingdom.
- Be familiar with and have access to email, word processing, and spreadsheet software.
- Have communication skills to include the ability to communicate in a clear and concise manner and the ability and desire to respond to correspondence in a timely manner.
- Be comfortable using web-based resources such as kingdom and Guild websites, social media, email, and Google tools.
- Have documented experience maintaining spreadsheets, balance sheets, and checking accounts. Formal accounting experience is desirable but not required.
- Be able to communicate with, organize and work with volunteers from a diverse population towards a common goal.
- Be flexible and a self-starter; able to multitask while also being highly detail oriented.
- Display the personal qualities of integrity, credibility, and a commitment to the mission of the Guild.

There is no requirement that the Quæstor be a paid member of the Society, nor is there a requirement that they be an active brewer.