

Kingdom of the Outlands Chatelaine Handbook

Office Overview:

The Chatelaine is the Recruiting and Retention Officer for the Kingdom of the Outlands. Building the current and future of the Society through meaningful and intentional dialogue to help newcomers connect with their new found community.

Chatelaine on Recruitment

Recruitment is the lifeblood of any club or organization, but how we bring individuals into our fold can shape the culture and community we cultivate. Embracing non-aggressive recruitment tactics is not just about attracting members; it's about fostering inclusivity, respect, and long-term engagement.

1. **Create Welcoming Spaces:** First impressions matter. Whether it's through online platforms or in-person events, ensure that your recruitment spaces are welcoming and inclusive. Use language that emphasizes openness and diversity, and showcase the value each member brings to the table.
 2. **Focus on Education, Not Pressure:** Rather than pushing potential members into joining, focus on educating them about what your club stands for, its goals, and the benefits of membership. Allow individuals to make informed decisions at their own pace without feeling pressured or coerced.
 3. **Build Genuine Connections:** Take the time to get to know prospective members on a personal level. Show genuine interest in their backgrounds, interests, and aspirations. Building authentic connections fosters trust and a sense of belonging, making individuals more likely to want to join your club.
 4. **Offer Opportunities for Involvement:** Highlight the various ways individuals can get involved in your club beyond just membership. Whether it's through volunteering, attending events, or participating in discussions, providing avenues for engagement allows individuals to feel connected even before officially joining.
 5. **Emphasize Collaboration Over Competition:** Instead of framing recruitment as a competition to attract the most members, focus on collaboration and collective growth. Highlight how each member contributes to the club's success and how diversity of perspectives enriches the community.
 6. **Be Transparent and Honest:** Transparency builds trust. Be upfront about expectations, responsibilities, and any potential challenges individuals may face as members. Honesty fosters a culture of openness and accountability, which are crucial for maintaining a healthy club environment.
 7. **Celebrate Diversity:** Embrace diversity in all its forms – whether it's cultural, ethnic, socioeconomic, or ideological. Celebrate the unique perspectives and experiences each member brings to the table, and ensure that everyone feels valued and respected.
- By adopting non-aggressive recruitment tactics, we not only attract members but also lay the foundation for a vibrant, inclusive community. Let's prioritize building meaningful connections, fostering diversity, and creating spaces where everyone feels welcome and empowered to thrive.

Chatelaine on Reports

Every Office in the SCA has reports to maintain and submit for tracking purposes and Chatelaine is no different but with the focus on the newcomer events, local growth, and action items for the coming months as well as attending populace meetings and remaining informed on who is new in their group.

Reports to Kingdom at least Quarterly, you can absolutely submit monthly reports~

Quarter 1 Due March 1st

Quarter 2 Due June 1st

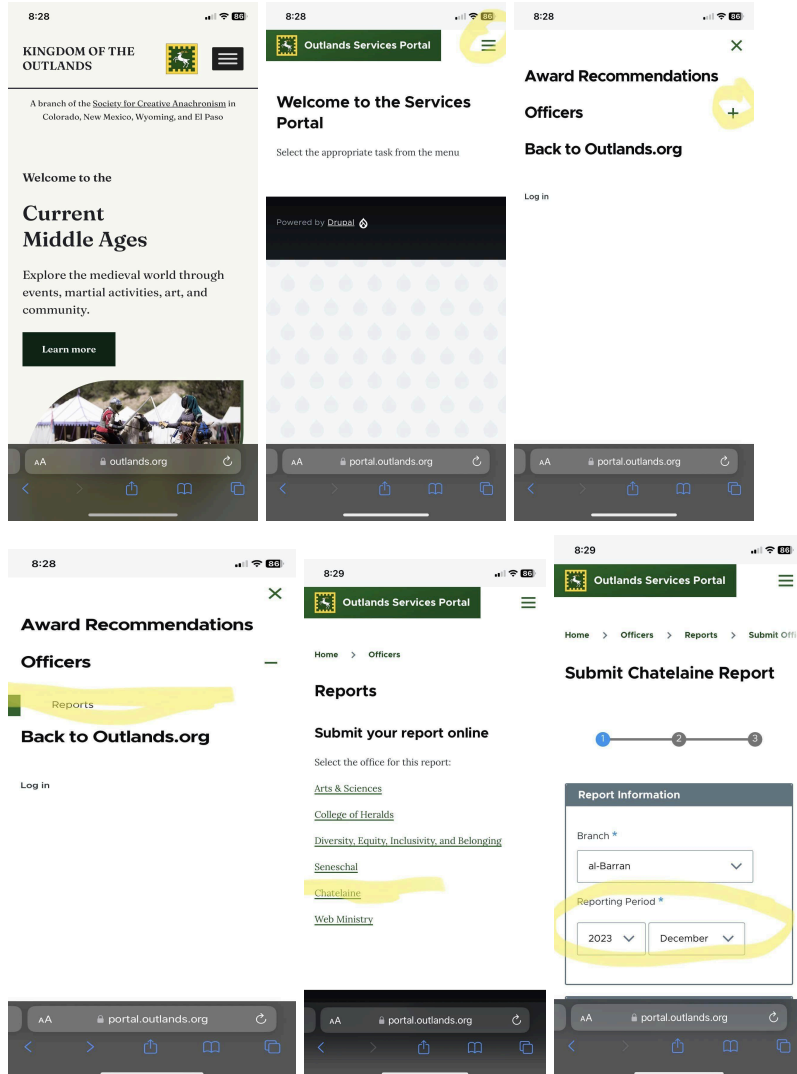
Quarter 3 Due September 1st

Quarter 4 Due December 1st

Reporting Link:

<https://portal.outlands.org/officers/reports/submit/chatelaine>

Step by Step Images:



Chatelaine on Demos

The role of the Chatelaine within our organization is pivotal in fostering a welcoming and supportive environment for newcomers and existing members alike. As such, it is imperative to recognize the significance of the Chatelaine's involvement in the decision-making process and approval of local chapter demo opportunities. These opportunities serve as crucial avenues for recruitment, retention of newcomers, and dissemination of demo handout resources, aligning with the overarching goal of enhancing the newcomers' quest. Importance of Local Chapter Demo Opportunities:

1. **Recruitment:** Local chapter demo opportunities provide a platform to showcase the essence and values of our organization to potential newcomers. Through engaging demonstrations and interactive sessions, we can attract individuals who share our interests and aspirations, thereby expanding our community.
2. **Retention of Newcomers:** Welcoming newcomers into our fold is only the first step; retaining them and fostering a sense of belonging is equally essential. Local chapter demos offer newcomers the chance to immerse themselves in our activities, interact with existing members, and gauge their interest in becoming long-term participants.
3. **Dissemination of Demo Handout Resources:** In addition to live demonstrations, demo handout resources play a crucial role in conveying information about our organization, its activities, and resources available to members. These materials serve as valuable references for newcomers and existing members alike, empowering them to further explore and engage with our community.

Role of the Chatelaine:

1. **Understanding the Needs of Newcomers:** The Chatelaine is uniquely positioned to understand the needs and concerns of newcomers, having a primary focus on fostering a welcoming environment and providing support to individuals new to our organization. Their insights are invaluable in tailoring local chapter demos to address these needs effectively.
 2. **Coordination and Collaboration:** By involving the Chatelaine in the decision-making process and approval of local chapter demo opportunities, we ensure seamless coordination and collaboration between different facets of our organization. This collaborative approach fosters synergy and ensures that demo events are aligned with the overarching goals of recruitment and retention.
 3. **Resource Allocation and Support:** The Chatelaine can play a crucial role in allocating resources and providing support for local chapter demos. Whether it's logistical assistance, access to demo handout materials, or guidance on best practices for engaging newcomers, the Chatelaine's expertise and support are invaluable in ensuring the success of these events.
- Conclusion:** Incorporating the Chatelaine into the decision-making process and approval of local chapter demo opportunities is not only essential but also strategically advantageous for our organization. By leveraging their insights, expertise, and support, we can enhance the effectiveness of our recruitment and retention efforts, ultimately fostering a vibrant and inclusive community for all members, both new and existing.

Chatelaine Gold Key

The policy regarding our cherished Gold Key, the keeper of all loaner garb within our realm.

Moving forward, Gold Key will streamline its inventory tracking system by focusing solely on the number of totes of garb in its possession. (Advising shires to have 2-4 totes and Barony's have 4-8) 27 CAP. (GAL.)

OUTSIDE DIM. INSIDE DIM.

L x W x H L x W x H

29 x 20 x 15" 23 x 14 x 15"

Furthermore, we're clarifying that all donations made to Gold Key are considered contributions toward outfitting newcomers.

These donations will be allocated by the local Chatelaine, who will determine the most strategic investments for newcomer retention.

We believe these changes will enhance efficiency and ensure that our newcomers receive the support they need to feel welcomed and integrated into our Kingdom.

Thank you for your continued support and generosity.

In service to the dream,
Lord Ilo de Faux (he/him)
Kingdom Chatelaine
Outlands
4/4/2024