

*Society for Creative Anachronism, Inc.*

# *Diversity, Equity, and Inclusion Officer Handbook*

## *Kingdom of Artemisia*



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## **I. Introduction**

The Society for Creative Anachronism (SCA) Diversity, Equity, and Inclusion (DEI) Office promotes a climate that values diversity, equity, and inclusion, free of discrimination and harassment. The SCA DEI Office advances the organization's research and educational mission, with a commitment to the core values and policies by working collaboratively with Kingdoms and local groups.

The office will develop activities and trainings to cultivate a welcoming and inclusive climate, in which all participants are treated fairly and are able to thrive. This work is compliant with nondiscrimination laws, ADA laws, the SCA mission statement and governing documents, with particular regard to policies on harassment, bullying, and hate speech.

The goals of this office:

- Build the framework of Inclusive Excellence (IE), which is the recognition that the success of the SCA is dependent on how well it values, engages, and includes the rich diversity in membership. It is an approach that requires awareness, education, and commitment that results in transformation of the organization.
- Increase diversity within the organization wherever possible, welcoming and valuing the different strengths individuals offer, and ensuring all participants have access to the same opportunities for success in the SCA.
- Educate lateral Kingdom officers, regional officers, and the Artemisian populace, creating a climate of equity for all participants to contribute, celebrating the presence of differences.

## **II. Mission Statement**

The SCA Diversity, Equity, and Inclusion Office is committed to promoting the values of inclusion throughout the SCA. This office will provide a framework to address discriminatory actions in the Kingdom and Society, including recognizing strengths and identifying opportunities for improvement. The office will: develop trainings for Kingdom and Regional Officers, as well as the Artemisian populace; promote accountability based on the Society's core values; and support current and evolving existing processes to address inequitable actions, including discrimination, bullying, and harassment. The Kingdom DEI Officer will facilitate the necessary conversations and

decision-making that can lead to a more diverse, equitable, and inclusive SCA.

### **III. Vision Statement**

#### *A. Equity Vision Statement*

The Society for Creative Anachronism is committed to building a diverse and equitable organization. Equity is defined as just and fair treatment where participants feel included, trusting integrity and impartiality within the organization and its members. It is important to recognize the history of oppression that has resulted in ongoing disparities for differing communities, as well as the limitations of the SCA's nonprofit framework to address them. The DEI Office provides a powerful opportunity to create a welcoming place for all to participate in the research and education of pre 17th-century arts and sciences. Recognizing and confronting personal biases, along with operationalizing core values, is the first step in creating Inclusive Excellence.

The SCA is committed to advancing a diverse, inclusive, and equitable organization that champions chivalry and honor. Although there are many differences between modern society and the history the SCA recreates, there are a vast number of similarities, as well. It is the continual mission and vision of the SCA to build opportunities for learning, growth, and accountability; holding true to the organizational Core Values:

#### “SCA Statement of Core Values

In pursuing its mission, the SCA is committed to excellence in its programs, communications, and activities, and to:

- act in accordance with the chivalric virtues of honor and service;
- value and respect the worth and dignity of all individuals;
- practice inclusiveness and respect pluralism and diversity;
- promote a safe and respectful environment for all SCA events;
- act with transparency, fairness, integrity, and honesty;
- be a responsible steward of SCA resources; and,
- be committed to maintaining the trust of its members and participants.

It is the expectation of the SCA that its members and participants, in all events and activities of the SCA, will conduct themselves in accordance with these tenets.”

## IV. Duties

### A. Job Preparation

1. Ensure personal membership will not lapse for duration of office term.
2. Complete a Warrant of Appointment to Office form. This can be found at:  
<https://www.artemisiasca.org/sites/default/files/Warrant-other.pdf>
  - a. Send the Warrant to the Kingdom Seneschal, who will provide and obtain the necessary signatures for the appointment to office. Do not wait for warrant to return before getting to work.
  - b. Regularly check with Kingdom Seneschal to ensure warrant is current and updated. Do not let warrant expire.
  - c. Keep a copy of warrant for personal records.
3. Become familiar with existing trainings and policies as outlined on the SCA website.
4. Assemble a reference library.
  - a. Make use of the physical reference library that comes with this office and add to it as needed.
  - b. Become familiar with:
    - i. The Society DEI Handbook
    - ii. Articles on Inclusive Excellence
    - iii. DEI terms and concepts
    - iv. Equity and Inclusion 101 and 102, found:  
<https://www.sca.org/officers/DEI/classes.html>
    - v. DEI Office links: <https://www.sca.org/officers/DEI/links.html>

### B. Official Duties:

The Kingdom DEI Officer's position is to empower the populace, while simultaneously identifying diversity, equity, and inclusion areas of strengths and weaknesses throughout the Kingdom. The intent is to work towards understanding, education, and solutions to address issues related to diversity, equity, inclusion. The office is not meant as a position for venting, as and such, including language for change is essential.

1. Recognizing, creating, and implementing plans to promote diversity and inclusion within the Kingdom of Artemisia.

2. Researching and advising Society DEI Officer, Kingdom Seneschal, Crown, and Heirs on diversity, equity, and inclusion strengths and issues internally and externally affecting the Kingdom.
3. Selecting a Deputy and Regional Officers to assist with improving diversity, equity, and inclusion throughout the Kingdom.
4. Offer training programs for officers and populace to enhance understanding and address DEI issues. These can include, but are not limited to: bias, harassment, boundaries, LGBTQIA issues, interpersonal effectiveness skills, mental health, DEI history throughout the ages, etc.
5. Create and maintain resources to assist populace with internal and external DEI related concerns. These can include, but are not limited to: Newcomer packets, mental health resource packets, etc. These can be applied at a local level, and maintained by regional officers.
6. Implementing best practices that will increase diversity in membership.
7. Working with Society, Kingdom, and Regional Officers to enhance diversity and inclusion practices.
8. Assist event stewards in applying practices that promote inclusivity regarding accessibility.
9. Reviewing the Kingdom's policies and procedures to ensure Inclusive Excellence, and suggesting policies relating to affected areas.
10. The DEI office is *not* an investigative office. However, the DEI office will support those who report a potential investigative event to speak with their local and Kingdom Seneschal.

### *C. Office Term*

A standard warrant of office is two years. This can be extended at the end of the warrant term, if so desired by the officer.

## **V. Important Policies**

- A. Hate Speech <http://socsen.sca.org/updated-hate-speech-language>
- B. Harassment and Bullying  
<http://socsen.sca.org/the-sca-harrassment-andbullying-policy>
- C. Core Values <http://socsen.sca.org/updated-statement-of-core-values>

D. Code of Conduct (Sanction Guide Section I.C)

[http://socsen.scaserver.com/wpcontent/uploads/2018/10/2018-Jan\\_Sanction-Guide.pdf](http://socsen.scaserver.com/wpcontent/uploads/2018/10/2018-Jan_Sanction-Guide.pdf)

## **VI. Reporting and Communication**

- A. This office reports to the Society DEI Officer, Kingdom Seneschal, Crown, and Heirs to the Kingdom of Artemisia.
- B. Quarterly reports should be sent to the Society DEI Officer and Kingdom Seneschal on the 15th of March, June, September, and December. Communication can occur with these respective officers outside of these times, as needed.
  - i. Reports should include any trainings developed or presented, creation or maintenance of any resource packets, changes to Kingdom level policies incorporating areas of DEI; as well as noting any DEI strengths and weaknesses reported by deputy/regional officers throughout the Kingdom.
- C. Monthly reports should be received by Deputy and Regional Officers on the 1st of the month, outlining progress towards any DEI related projects and relaying the pulse of local areas within the Kingdom. It is recommended to have at least a biannual meeting with all officers to assist with connection and facilitate ideas for growth.
- D. This office does not use social media as an official method of communication. As the Kingdom Officer, personal or society related social media should not be used to weigh in on matters of DEI issues in the SCA.

## **VII. Deputy Duties**

A Deputy can assist with overseeing Regional Officers and any projects in the Kingdom or local groups. This can be highly beneficial, as the Deputy will be able to hear important topics from the local groups, and assist the Kingdom DEI officer in organizing and prioritizing specific training needs throughout the Kingdom. The Kingdom DEI Officer and Deputy will work in conjunction to provide support and assistance to Regional Officers. Additionally, the Deputy will manage oversight of any projects the Regional Officers are completing, and assist in those projects where necessary. The Deputy will regularly check-in with Regional Officers, as well as report any needs to the Kingdom Officer.

## **VIII. Regional Officers**

Regional Officers will be instrumental in identifying and understanding the cultural pulse of the different areas of Artemisia. Some groups will have strengths where others have room for growth. Regional Officers will be expected to:

1. Provide monthly reports to the Kingdom and Deputy DEI Officers detailing the strengths, weaknesses, interventions utilized, and needs for their particular area. These will be due by the first of each month.
  - a. Communication regarding interventions that are effective and ineffective will be essential in helping develop standardized best practices for the Kingdom and SCA.
2. Receive trainings regarding DEI related topics, and utilize the education in their particular area.
3. Complete projects regarding resource development and maintenance.
4. Assist groups in developing solutions as a group to cultural issues, rather than taking on the role as a “fixer.”
5. Take issues of concern to the Kingdom and Deputy Officers for consultation on how best to proceed.
6. Engage in biannual roundtables with Kingdom, Deputy, and other Regional Officers to share ideas and promote equality of practices throughout all areas of the Kingdom.

## **IX. Self-Care**

It is essential that all officers of Diversity, Equity, and Inclusion practice what they preach. This includes maintaining boundaries, with special regard to self-care. This position may become emotionally taxing in being able to identify and assist with heavy topics. Recognizing personal triggers, biases, defensiveness, and shame are key elements to creating an inclusive and accepting Society. Understand the signs of burnout, delegate where possible, and ask for help when needed.