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## High Council

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### 1 Members and roles

Welcome to the High Council! Your team members are:

#### Members

- Grandmaster: In charge of the Guild. Runs meetings, coordinates the rest of the High Council, is the spokesman for the Guild to the MIT administration, and is generally responsible for the orderly administration of the Guild.
- Vicemaster: Assists the Grandmaster and replaces him/her if he/she resigns. In charge of Guild publicity and recruitment.
- Scribe: Serves as the Guild's secretary: takes minutes at meetings, schedules meetings, deals with email, etc.
- Secretary of the Exchequer: Serves as the Guild's treasurer: maintains the Guild's finances, applies for money from Finboard, purchases supplies and equipment, reimburses purchases, collects dues, maintains a list of Guild members.
- Sergeant at Arms: Keeps the Guild office and armory organized. Enforces order at Guild meetings.

The High Council can also make any appointments they see fit. Currently these positions are the Court Wizard, who maintains the Guild's computers and printers and such, and the Sage, who maintains the Guild's archives. We also have an advisor, Michael Person (mjperson).

### 2 Where things are

**Athena locker** Located at `/mit/assassin`. It has some good stuff in it, look through it.

**Website** Located at `http://web.mit.edu/assassin/www/`. The Scribe keeps it updated.

**Office** Located in W20-445. The combination to the door can be found at `/mit/assassin/Office/office.combo`. Permissions for the office combo are given to `assassins-guild-office-access`. If someone wants the combo, you should add them to the access list. **Do not** tell the combo to the whole Guild or send the combo electronically.

### 3 Consitution

The Guild has a Constitution and a number of Standing Policies, located at `/mit/assassin/Constitution`. You should familiarize yourself with these and have a general idea of how the Guild works.

### 4 Mailing lists

**high-council** Members of the High Council. Also includes our advisor, people in appointed positions, and some previous members of the High Council (traditionally the entire immediately previous High Council).

**assassins-guild** General announcement list: term schedules, apps for games, etc. If someone's interested in the Guild, add them. Moderated by the High Council. The password for accessing the list management interface is in `/mit/assassin/Private/mailman.txt`.

**assassins-writers** A low-traffic list where people sometimes send calls for GMs or other writing related questions.

**assassins-social** Announcements about social events.

**patrol-players** Announcements about Patrol games.

**patrol-comm** Members of Patrol Comm.

**vicemasters-private-army** Used by the Vicemaster to solicit volunteers for CPW, Orientation, and other events.

**assassins-guild-office-access** People who have access to the office combo.

**guild-active** All of the player and GM lists from games that ran in the last year. Should be kept up to date, for generating a list of active Guild members.

## 5 Zephyr classes

If you're unfamiliar with the zephyr, you can read about how to set it up and use it at <http://sipb.mit.edu/doc/zephyr/>. The general Guild zephyr class is `-c assassin`. The High Council class is `-c high-council-289`. It's encrypted, so to set it up you need to do the following:

1. Create a text file called `.crypt-table` in your athena homedir (if you don't already have one).
2. Add the following line to it:  

```
crypt-high-council-289: /afs/athena/activity/a/assassin/Private/key
```
3. In barnowl, input the command:  

```
:subscribe high-council-289 * *
```
4. To write to this class, DO NOT USE ZWRITE. Use zcrypt!  

```
:zencrypt -c high-council-289
```
5. When you think you have this set up, test it and say hi. :)

## 6 General High Council activities

Apart from the individual roles on the High Council, these are some of the things that the High Council as a whole deals with:

**Scheduling** Games are scheduled for each term (fall, IAP, spring, summer) near the end of the previous term. The Scribe sends out a call for bids, GMs bid their games, and the High Council decides which games will run and when. Some events to keep in mind when scheduling are listed at `/mit/assassin/Scribe/Scheduling/things-to-schedule-around`.

**Account sponsorships** The Guild sponsors Athena accounts for people who the High Council deems worthy. Generally they should be actively working on a Guild game. Accounts get warned in mid-fall that they will expire in January. People who justify our continued sponsorship of their account get sponsored. The list of accounts that we are currently sponsoring is at `/mit/assassin/Private/sponsored-accounts.txt`.

**Public relations** You're a representative of the Guild. Encourage freshmen / other new people to join. If you're playing a game and there's any trouble with NPs or CPs, try to help the GMs deal with it. Be polite and non-confrontational. If there's a really problematic situation, summon the Grandmaster.

**Updating information** Keep the High Council greensheets and bluesheets up to date, especially the sheet for your role. Keep the Athena locker organized.

**Participation and discussion** The High Council occasionally discusses miscellaneous business. You should try to participate in these discussions and contribute any opinions you may have.