

# Branch Herald Job Description

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Revised by Frederic Badger and Christopher Thomas (July, 2005)

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## 1 Summary of Duties

- Maintain membership in the Society for Creative Anachronism, Inc. and provide proof of membership to Black Lion/Principality Herald and any relevant Reporting Deputy.
- Notify Black Lion/Principality Herald and any relevant Reporting Deputy of address and phone number changes.
- Notify Black Lion/Principality Herald and any relevant Reporting Deputy on appointment to office and on resignation.
- Report Quarterly to Principality Herald, Reporting Deputy, or designated reporting person with copies to your branch seneschal and to your files.
- Attend meetings of your branch and office.
- Attend events sponsored by your branch and coordinate field and court heraldry at the event, or arrange for this to be done.
- Assist individuals with heraldic submissions.
- Maintain files of reports and correspondence.

## 2 Detailed Job Description

Like all members of the College of Heraldry of An Tir the local branch herald is a deputy to Black Lion and responsible to him or her. The branch herald is responsible for heraldry in their branch. While you are responsible for making sure all these tasks are done, you do not have to do all of them personally. Having deputies do some of these tasks is an excellent way to train your possible successor(s) as well as spread the load.

### 2.1 Membership

To be a warranted office in the SCA you must be a member of the SCA, Inc. You must provide proof of membership to Black Lion/Principality Herald and the Reporting Deputy when you start your tenure as branch herald and when you renew your membership. A photocopy of your membership card or Crier mailing label is a suitable proof of membership. You will be removed from office if you do not have a current membership.

## 2.2 Change of Address or Phone Number

Notify Black Lion/Principality Herald and any relevant Reporting Deputy if you move or change your number, and they will update the roster of officers, ensuring that you receive all the mailings.

## 2.3 Change of Office

The first task of any new officer is to report to his or her kingdom superior. There are a few reasons for this. First is to update the roster to make sure that mailings go to the right person. Second is so that your warrant can be issued. Third so we can send you any documents that may be relevant to your job.

Notify Black Lion or your Principality Herald by sending him or her a letter including the branch name, your SCA name, your legal name, address, phone number, and e-mail address if you have one. Include a copy of your membership card, and the change of officer's form that your seneschal should have. Take advantage of this letter to ask any questions you might have about the job, or any resources available to help you do your job.

On leaving office you should write Black Lion or your Principality Herald so they can record your resignation. Send a copy to your seneschal and place a copy in your branch herald files. Let your successor know that he or she should contact Black Lion or your Principality Herald as soon as possible.

## 2.4 Reports

Branch Heralds Report to the Principality Herald, or designated Reporting Deputy postmarked on or before the following dates:

- **February 1st** - Reporting on October through December of the prior year (4th quarter)
- **May 1st** - Reporting on January through March (1st quarter)
- **August 1st** - Reporting on April through June (2nd quarter)
- **November 1st** - Reporting on July through September (3rd quarter)

Principality Heralds and Sinister Gauntlet send their reports to Black Lion by the 15th of these months allowing Black Lion to get the Kingdom's report to Laurel by the reporting deadline at the end of each of the month.

Send a copy of your report to the Reporting Deputy or your Principality Herald, your branch Seneschal, and place a copy in your branch herald files. If you are a baronial herald you should also send copies to your Baron and/or Baroness. If your branch is a canton, port, college, or similar group that reports to a Barony, then you also include a copy to them.

You should send your report to the Reporting Deputy or Principality Herald via electronic mail wherever possible. You can send the report in plain text in the body of the email, as a PDF or as a PostScript Document. If you include a non-text Document, please include a plain txt file for those that do not have the appropriate software available.

What should be in a report.

- Branch or Office in the TITLE of the email
- Updates on heraldic activity in your area/office including submissions, and consultations
- Any regular meetings
- What is going well and what needs more work?

Other Items you may want to include

- Perception of heraldry in your area, good bad indifferent?
- Areas you would like explore into heraldically, education wise?
- Any cool stories about heraldry or execution of your duties.

A report is a letter that lets Black Lion know that you are still acting as herald and gives a summary of heraldic activity in your branch over the last quarter. Feel free to ask any questions you like in your report. Black Lion will try to answer them. In fact, feel free to get in touch with Black Lion or your Principality Herald at any time regarding questions or any assistance you might need regarding things heraldic. The kingdom herald's office is here to help.

## 2.5 Local Meetings and Events

As a branch herald you are responsible to attend branch meetings or sending in the appropriate report if you cannot attend and to be available to the populace for heraldic assistance. You are also responsible for organizing court, field, and announcement heraldry at local events. If you cannot do it yourself you can arrange for someone else to do so, but you remain responsible. You may also decide to host monthly heraldic consulting nights or have consultation available at local gatherings such as fighter practices or post-meeting revels. Any activities that you can do to promote good heraldry in your local area are encouraged.

Tournaments may need heralds to introduce the fighters and announce the results of the matches. This includes not only heavy armored combat, but rapier, archery, and children's activities as well. Courts may require a herald to announce the business. Announcements may need to be made throughout events. Volunteers can help you with all of these tasks, but you will have to find them. Treat them nicely and remember to thank them, and encourage them, as they may be your replacement one day.

## 2.6 Submissions

Part of your job is to help members of your branch choose their names and design their devices, or assist them in finding someone who can help. Your help is the first line for most submitters getting names and armory they like and that can be approved by the College of Arms. If you are not well versed with the rules of submissions a good idea is to collect information from the submitter and check with the Kingdom heralds or the electronic mailing lists for heraldry to get some expert advice. There are plenty of resources out there for assistance in submissions.

Please note that only Lions Blood Herald is authorized to accept or receive submissions. You should not take submissions for forwarding, even as a favor. You should, however, provide the right address to mail to. Check the <http://www.antirheralds.org> website or The Crier for that information. **Under no circumstances should you take money in any form for submissions.**

You are an ambassador for the College of Heraldry and you should always be courteous and respectful with a submitter. Many submitters come to the heralds with little or wrong information on what constitutes good period heraldry and it is our job to help them find it or failing that, SCA compatible heraldry that they are happy with.

Do remember that the Kingdom and Principality Herald's offices are here to help - we have a number of very good book heralds on staff to help you with consulting about names and devices. Use us.

## 2.7 Correspondence and Files

Whenever you send out a report, request some information, or receive mail regarding the office add it to your file so that it will be there for future reference. Keep a copy of this document in that file to help remind you of what the job is. That file is frequently all that your successor will have to get started from.

A note on email correspondence: Remember that Black Lion may be getting literally hundreds of emails over a period of time so if you do not receive a reply feel free to remind Black Lion of your issue or request if there is need.

All the same you do not have to keep the files forever. After some years the contents become stale and you should cull them. Make a note of what you've destroyed — add that to the files.

Your branch may have an archivist — you might want to give them a crack at the material before you throw it out.

## **2.8 Financial Responsibilities**

Branch herald's offices should not have bank accounts. Operating expenses should be handled through your branch exchequer. Each branch will set its own policies regarding allowable expenses. In any case, remember that they will require receipts for expenses and pre-approval of large expenditures. Keep an inventory of branch resources including things like heraldry books and office supplies. Most branches give their officers annual budgets. Use this budget to buy things like stamps and books, anything that helps you run your office. If you have questions about allowable expenses talk with your branch exchequer.

## **3 Where to Find Additional Information**

Check the An Tir College of Heralds website, currently at <http://www.antirheralds.org> or linked from the Kingdom of An Tir Website. Be sure to read Black Lion Herald's column in the Crier and to read the mailings you receive. Join the An Tir Heralds Mailing Lists (for details see the websites). Attend herald's gatherings. Black Lion Herald holds staff meetings open to all heralds at almost every Crown event and at Kingdom and some Principality Heraldic Symposiums. The monthly Lions Blood meetings to discuss heraldic submissions are open and rotate throughout the kingdom. Offers to host are most welcome.

If you have questions and can't get a good answer from any of these resources you can always email your Principality Herald or Black Lion Principal Herald.

Welcome to the An Tir College of Heralds!