

SECTION III - Duties of a Herald

1) The Duties and Responsibilities of Rostered Heralds
(January AS XXXII; Summer AS XXXVII; Spring AS XXXVII)

Author: None

Number of Pages: 3

Policy Level: WK Policy

Intended Audience: All Heralds

Abstract: This is the official enclosure with the Roster Letter which is sent to each herald in the West Kingdom as he or she is added to the Roster. It contains a brief discussion of the Duties of Heralds.

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Welcome to the West Kingdom College of Heralds!

Being a Member of the College of Heralds of the Kingdom of the West means that you are the Voice of the Crown, and a part of one of the Great Offices of the Kingdom. A list of responsibilities and duties of a herald follows. This list is not necessarily complete or exhaustive; if something of a heraldic nature arises, but it is not included on this list, it is still your responsibility to see that it is taken care of if it is within your ability to do so.

The West Kingdom College of Heralds uses the Roster system of registering officers. Once you have accepted a place on the Roster, you will remain rostered in that position until you are moved to another position, resign in writing, or are removed in writing by a superior officer. If your membership lapses, your status as a Rostered herald is suspended until you renew.

The Responsibilities of Rostered Heralds

Being on the Roster of the College of Heralds means that you have accepted certain duties, both as an officer of the Society for Creative Anachronism and as a Member of the College of Heralds of the Kingdom of the West. As an officer, you must be a member of the SCA, Inc., with paid member status (subscribing, associate, or family). This is a requirement set for all officers by the Board of Directors of the SCA, Inc. As an officer, you must obey the lawful commands of your Crown, Coronet, and superior officers, and be of such aid to them, and to the populace, as is within your ability. You must be polite and outgoing when on duty, especially when dealing with newcomers and bystanders, for your actions as an officer will reflect upon the SCA as a whole.

It has been required by the Laurel Sovereign of Arms that all Members of the College of Heralds have their names and devices registered, or at least submitted to the College of Arms, so as to set a good example for the rest of the populace.

As a rostered herald, you should assist, to the best of your ability when asked for aid by another herald. You should be willing to answer any heraldic question put to you, or know to whom to refer the question if you do not know the answer. You should strive to increase your heraldic knowledge and skills in any way available to you, and should take advantage of any training offered to you by the College.

You should attend any heralds' meetings called at any event at which you are present. If you live in the Mists or Cynagua, you should try to attend the monthly Kingdom heralds' meetings whenever it is within your power to do so. If you live in the Marches of the West or Oertha, you should get the College of Heralds Minutes (see below) from the West Kingdom Herald's Website, and try to stay in contact with other heralds through any means possible (for instance, the Internet).

You are urged to read the College of Heralds Minutes. This is especially important if you are the herald for a branch, if you are interested in book heraldry, or if you are not able to attend the monthly meetings. The Minutes are available from the West Kingdom Herald's Website (<http://heralds.westkingdom.org>). You are also encouraged to download and read the West Kingdom Herald's Handbook, available on the same website.

You must wear proper heraldic insignia (a green garment with gold crossed trumpets) when on duty, and must refrain from wearing such insignia when off duty. It is strongly recommended that any herald for a branch make a herald's tabard for his personal use. Personal tabards may be made by any Member of the College of Heralds.

The Duties of Rostered Heralds

Most heraldic duties fall into the general categories of voice, court and book heraldry.

VOICE: This is the work with which the College is most strongly identified; the introduction of fighters on the field, the making of announcements at events, and the performance of royal courts. If you are the heraldic officer for a branch, you are responsible for the voice heraldry at any event sponsored by that branch which is not a Kingdom of Principality event. This does not mean that you must do all the work yourself.

Field: It is your duty to find and schedule competent field and duty heralds, and to make sure that they do the jobs assigned to them. If you are a herald at large, or a branch herald attending an event not in your area, you should be ready to assist the herald in charge if you are asked to.

Court: If you are a Kingdom, Principality or Baronial herald, you must be ready to run any court for your Crown or Coronet. This means taking and screening business, having any necessary ceremonies ready, and actually conducting the court. If this is not within your capabilities, you should find a deputy who can handle it.

BOOK: All heralds should be familiar with the Rules of Submission, and with the forms and procedures used in the West. You should be able to aid members of the populace with the selection of SCA names and the design of devices, either by consulting with them yourself or by referring them to the Consultation Table or a herald who is trained in book heraldry if you are not. Further research into naming practices, device design, and other aspects of heraldry are encouraged.

Information about the Organization of the College of Heralds

Referrals: Please remember that you should always refer any question you can't answer and delegate any job you can't handle. Questions may always be referred to your immediate supervisor. If you are on Vesper staff, or live in the Marches of the West, Vesper is your supervisor. If you live in the Principality of the Mists, the Sea Wolf Herald is your superior. If you live in Cynagua, the Sable Swan Herald is your superior. If you live in Oertha, the Stellanordica Herald is your superior. Contact information for these Heralds is printed in the Kingdom newsletter, [The Page](#).

Questions on voice work may be referred to Greencloak Herald. Questions on court, ceremony, protocol, and precedence may be referred to the Banner Herald. Questions on submissions procedures may be referred to the Matins Herald. Questions on research for book heraldry, names, device design, and conflict research may be referred to either Latimer Herald, Brachet Herald or Leveret Pursuivant. Questions regarding heraldic education and training may be referred to the Baldrick Pursuivant. Any questions can be referred to the Vesper Principal Herald. All of the staff Heralds may be contacted at the College address, listed in [The Page](#) and at the top of the submission forms. We are here to give you all the help and support we can.

Ranks: There are two kinds of rank within the College of Heralds of the West, "Permanent" and "Job Title". "Permanent" rank is based upon your skill, knowledge, and activity level. "Title" rank is based upon your current duties.

Permanent Rank: The permanent ranks are as follows: "Cornet" is a training rank, which is given to beginners. Cornets are not listed on the Roster, unless they are the official heraldic officer for a branch. The first rostered rank is "Pursuivant Extraordinary", which is given to someone who has shown a continuing interest in heraldry, a willingness to work, and talent in any of the heraldic areas. "Pursuivant" is the highest permanent rank in the College of Heralds of the West, and is generally given to those who continue to work and have shown competence in all three of the heraldic areas.

Pursuivants and PEs may be "at-large". This means that they are not attached to a specific branch or Vesper's staff, but work for the College as a whole.

Job Titles: In the West Kingdom, all Titled Heralds are highly skilled, knowledgeable people. The Vesper Principal Herald is the chief heraldic officer in the Kingdom. Titled Heralds and Titled Pursuivants are either Principality Heralds, Baronial Heralds, or are attached to Vesper's staff (see the Titled staff Heralds mentioned above, in *Referrals*). Titled Heralds and Titled Pursuivants who hold the "permanent" rank of PE are addressed as *Acting (Title)*; Principality Heralds who have not yet been confirmed in their offices are also addressed as *Acting (Title)*. Confirmation in office usually occurs after six months of service in the office.

The heraldic officers attached to a Barony or Province are all Titled Pursuivants whose titles are attached to their branches. They are addressed as *(Title) Pursuivant* or as *Acting (Title) Pursuivant*, if their "permanent" rank is not Pursuivant. The herald for a shire or other small branch is addressed as *Pursuivant for (Branch)*, or as *Acting Pursuivant for (Branch)* if their "permanent" rank is PE.

A Cornet acting as a branch herald would be addressed as *Acting (Title) Pursuivant* or as *Acting Pursuivant Extraordinary for (Branch)*, depending on whether or not the branch is allowed an heraldic title. Cornets are encouraged to advance, at least to the “permanent” rank of PE, as soon as possible.

Your name, address, permanent rank, and job title are shown on the accompanying letter. If this name and address are correct, and you wish to remain on the Roster in the position indicated, please sign and return one copy of the letter. If the name and address are incorrect, please correct and return one copy of the letter if you wish to remain on the Roster in the position indicated. If you believe that either your permanent rank or your job title are incorrect, or if you wish to be removed from the Roster, please write and let us know as soon as possible.

If you have any questions about the Roster, or about any other aspect of your heraldic duties, please feel free to contact us.

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