

SECTION III - Duties of a Herald

5) Duties of the Major Heraldic Positions

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Abstract:	A non-exclusive list of the current duties of the "Senior Staff" Heralds and their assistants, and of the Principality Heralds. Those duties which are fixed and policy are noted in passing, as are those which are merely traditional and/or taken. Careful attention should be paid to the use of "must" and "should"/"may" in the article, as they indicate the difference between a mandate and an option.

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DUTIES OF THE MAJOR HERALDIC POSITIONS IN THE COLLEGE OF HERALDS OF THE KINGDOM OF THE WEST

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(with much help from the Senior Staff,
and modifications approved by Vesper over time)

(This paper attempts to list the duties assigned to the "titled staff" of the College of Heraldry of the Kingdom of the West. In the past, no attempt was made to set these duties down in a formal manner, and each position was to a great extent defined by the interests and abilities of the person who was holding it. However, as the work of the College grows, it seems wise to define the various tasks which must be done, and to distribute them in some (more or less) logical fashion. These duties should NOT be taken as carved in stone, for we do not want to lose the advantages which our flexibility has given us. THIS IS A SET OF GUIDELINES, NOT A SET OF INVARIABLE RULES.)

(The lists of tasks set forth herein are a DESCRIPTION of what is currently done or, in some cases, of what ought to be done. They are not PRESCRIPTIONS of the only way things can be done, or a limitation in any way of what might be done. These duties are those specifically assigned to the "titled staff" positions. In addition to these duties, the heralds in these positions are also responsible for all tasks enumerated in "The Duties and Responsibilities of Rostered Heraldry". All job descriptions in this paper implicitly include the statement "and perform such other heraldic duties which may be required of them which are within their capabilities".)

Vesper Principal Herald

The Vesper Principal Herald:

- 1) Is the final authority on all heraldic matters in the Kingdom of the West. Is responsible for the support of all West Kingdom heraldic officers in their duties and positions.
- 2) Is ultimately responsible for all heraldic actions taken by any member of the College of Heraldry of the Kingdom of the West. As becomes necessary, is responsible for assigning specific duties to his direct subordinates. Is responsible for the overall supervision, training, and assignment of heralds to execute the various duties of the College. Is expected to be aware of the capabilities of his subordinates, and should advance them within the College as appropriate and bring them to the attention of Royalty when warranted.
- 3) Must swear fealty to the King and Queen in his Office, at each Coronation, and must serve the Crown in fealty and with honor. Personal fealty is not required. Is required to attend, send a deputy, or send a written report to all Great Officers' meetings. Should be able to advise Their Majesties on all Heraldic matters.
- 4) Keeps the Great Seal of the Kingdom, and is responsible to Their Majesties for its use. Must check and sign all scrolls which include either blazons or emblazons, and is responsible for sealing all scrolls as required.
- 5) Is the primary representative of the West Kingdom in the College of Arms. Must be familiar with the policies of the College of Arms, and must provide comment on such matters as affect the Kingdom and its subjects.
- 6) Is responsible for appointing and removing, with Royal approval, all heraldic officers in the Kingdom of the West. Has the duty to consult with the Principality and concerned local heralds and should obtain their advice in these matters. Is responsible for the maintenance of the Roster of the College of Heraldry of the Kingdom of the West, and for obtaining Their Majesties' approval of the Roster at each Crown event. May choose to reserve to himself any of the specific tasks, except for those of the Principality Heraldry, which are mentioned in this paper. May choose to leave vacant for a time any of the heraldic positions mentioned below, save those of the Principality Heraldry.
- 7) Is responsible for communicating regularly with the Principality Heraldry, local heralds in the Marches, and with such other heralds as may bring concerns to him.
- 8) Is responsible for informing the populace of such matters within the College as may be of interest to them, such as the dates of meetings and changes in policy. Generally, this means preparing a regular column for The Page.

- 9) Is responsible, in consultation with Matins, for setting the fees charged for submissions, and for setting fees (if any) for other services of the College of Heraldry.
- 10) Must designate a successor approximately six months before his term of office is to expire. The successor may be given the title Compline Herald, if he holds no other "Titled Herald" position. If a "designated successor" has been appointed, he is responsible for all of Vesper's duties if Vesper is unable to perform them.
- 11) Should designate a "caretaker" who can deal with the routine work of the office if Vesper is unexpectedly unable to perform it on a temporary basis. The "caretaker" function is strictly temporary, until a new Vesper is chosen. The caretaker must, however, know where all the papers are filed.
- 12) May appoint the traditional deputies -- see below for specifics. May create such other deputies and aides as may be needed to accomplish the tasks of the Office.
- The specific duties in this regard include handling submissions monies, managing the bank account, keeping financial records, and submitting quarterly and/or annual IRS-ready reports to the West Kingdom Exchequer and Vesper.
- 3) Is responsible for supervising the submission process at all levels so that no submission suffers undue delay, either in consideration of the submission or in the notification of the submitter of action taken. May specifically require that Principality and local heralds forward submissions in a timely manner, regardless of the review status at that level.
- 4) Is responsible for informing those who have submitted names, devices, and badges of the status of their submissions. This includes issuing Letters of Acceptance, and writing Letters of Rejection for items with which a problem is found at either Kingdom or Laurel level.
- 5) May, with the approval of Vesper, designate a deputy to assist in these tasks.

Matins Herald

The Matins Herald:

- 1) Is responsible for the processing of submissions of names, devices, and badges in a timely manner. This involves the conduct of regular monthly meetings held to research the submissions; the production of Letters of Intent to the College of Arms; the keeping of records of all submissions, whether passed or returned; and the keeping of Minutes of the research meetings which are disseminated on the West Kingdom Herald's website (with the assistance of the Golem Pursuivant) for any interested parties to view for their education and information in a timely manner. If Matins will be unable to conduct one of these meetings, he must appoint someone to conduct it in his absence.
- 2) Must account for all the monies which pass through the College, and must report annually to the Chancellor of the Exchequer on the financial status of the College.

Matins, or a designated deputy, is the Exchequer for the West Kingdom College of Heraldry, authorized as such by the Exchequer for the Kingdom of the West. See Exchequer's Handbook for details of those duties.

Greencloak Herald

Greencloak Herald:

- 1) Is responsible for the scheduling of all duty and field heralds at Kingdom events. Must draw up a Roster at these events and see that it is properly executed. If Greencloak cannot be present at a Crown event, he must appoint someone to handle this scheduling.
- 2) Is responsible for the supervision of the field heralds at Crown Lists and other Lists at Crown events. Should be on the field or easily available at all times to handle changes in the situation as they occur.
- 3) Is responsible for the supervision of the duty heralds at Crown events.
- 4) Is responsible for seeing that the "props" required for voice heraldry are made available -- tabards, copies of the litany, special staves, etc.
- 5) Serves as a resource on field heraldry to heralds at all levels of the College.
- 6) Should work with Vesper to improve the functioning of field and duty heralds at events. Is

responsible for the training of field and duty heralds.

- 7) May, with the approval of Vesper, designate a deputy to assist in these tasks.

Banner Herald

Banner Herald:

- 1) Is the principal Court Herald of the Kingdom as Herald to the King, and handles all major Courts (such as Coronations), unless Their Majesties request otherwise or Banner wishes to appoint another herald to this duty. Schedules heralds, with the approval of the King and Queen to handle other Royal Courts as are required by Their Majesties.
- 2) Works with Vesper Principal Herald and other competent ceremonial heralds to devise protocols and ceremonies as requested by Their Majesties.
- 3) Aids other heralds to devise ceremonies as needed for Principality, Baronial, and other Courts.
- 4) Makes sure that the ceremonies, scrolls, promissories, and other "props" needed for any Kingdom Courts are at hand.
- 4) Works with Vesper to ensure that less-experienced Court heralds receive opportunities for training, so that there will be sufficient competent heralds to handle Their Majesties' business.
- 5) As required by Their Majesties, and with the assistance of as many members of the College as are needed, organizes Grand March. Must be sure that the needed props and tools (cards, pencils, OPs) are on hand.
- 6) May, with the approval of Vesper, designate a deputy to assist in these tasks.

Brachet Herald

Brachet Herald:

- 1) Is responsible for the performance of the West Kingdom duties with respect to commentary on submissions from other Kingdoms and other matters under discussion by the College of Arms.
- 2) Is responsible for the preparation of the West Kingdom Letter of Comment on submissions from other Kingdoms each month. This Letter must be prepared so as to arrive in Lord Laurel's hands in a timely manner. The LoC must, if at all possible, include comments on all the Letters of Intent issued, and if an LoI is not received, efforts must be made to obtain a copy. Thorough research on each device for conflict, whenever possible by multiple researchers, is a necessary part of the Western LoC. In addition, it should cover as much name and other research as possible.
- 3) Is responsible for the regular conflict research meetings. The primary purpose of these meetings is to do conflict research on the names and devices being submitted from other Kingdoms. These meetings must be held on a weekly basis, and at the same time and place each week, so that the regular workers can plan their lives and those who can show up occasionally can find the meeting. If Brachet cannot be available to conduct a given meeting, a substitute must be appointed to conduct that meeting.
- 4) Should be knowledgeable in the following areas: the art and science of heraldry, both as regards period practice and as regards SCA usage; the design of heraldic insignia; period naming practices and the selection of SCA names; the Rules for Submission and the current practices of the College of Arms.
- 5) May be called upon by Vesper to perform other functions related to book heraldry and conflict research, in conjunction with Latimer.
- 6) Works with Vesper to train other heralds in research skills and in the specialized knowledge needed for conflict research.
- 7) May, with the approval of Vesper, designate a deputy (Leveret Pursuivant) to assist in these tasks.

Latimer Herald

Latimer Herald:

- 1) Is Vesper's primary assistant for book heraldry, other than conflict research. Works with Vesper to increase the knowledge of book heraldry among the heralds and the populace in this Kingdom. Is specifically responsible for training heralds in the specialized skills needed in consultation.
- 2) Is responsible for scheduling and organizing the Consultation Table. The services of the Table are offered at Crown and Coronet Tournaments. The Table must also be made available on a demand basis, whenever practical, to branches which request consultation at local events or at meetings. Overseeing the Table involves drawing up a Roster of those willing to work, making the necessary changes in that Roster as circumstances demand, and being available to handle problems which may arise. If Latimer cannot be available to perform these duties, he must appoint someone to perform them.
- 3) Should be knowledgeable in the following areas: the art and science of heraldry, both as regards period practice and as regards SCA usage; the design of heraldic insigniae; period naming practices and the selection of SCA names; the Rules for Submission and the current practices of the College of Arms. Makes this knowledge available to the College and to the populace in whatever manner is appropriate.
- 4) Should undertake research into period heraldry and naming practice, and disseminates this knowledge to the College in whatever manner seems proper.
- 5) May also be called upon by Vesper to perform other functions connected to book heraldry and research, in conjunction with Brachet Herald.
- 6) May, with the approval of Vesper, designate a deputy to assist in these tasks.

Compline Herald

Compline Herald:

- 1) Is the "designated successor" to Vesper. This title is only to be used if the designated successor, at the time of appointment, holds no "job title" rank higher than Pursuivant.
- 2) Is in training to take over the Vesper Office, and should undertake assigned tasks accordingly.

Golem Herald

- 1) Is responsible for the maintenance and distribution of publications issued by the College of Heraldry, including the West Kingdom Herald's Handbook, the West Kingdom Ceremony Book (includes all ceremonies used by the Principalities), and the Order of Precedence.
- 2) Maintains the West Kingdom Herald's Website.
- 3) Golem is to print and distribute the Order of Precedence at the beginning of each reign (Kingdom and Principality) to the incoming Royalty.

Deputies and Assistants

(The titles in this section have been assigned as shown below traditionally. All these titles are assigned as follows only provisionally, and may be reassigned by Vesper as needed to suit the changing needs of the College.)

(These deputies and assistants, with the exception of Clerk to the College, should all be fully-qualified Pursuivants. They should be capable of taking on the duties of their immediate superior if circumstances demand it. It should be understood that the holders of these titles are not necessarily "designated successors" to the Herald they are subordinate to. All assistants are expected to handle whatever duties are assigned to them by their superiors. The duties given below are the "primary" duties, and should not be taken as exclusive.)

Clerk to the College: (Vesper) - Assists in the filing, typing, and other routine Office tasks.

Baldric P.: (Vesper) - Assists in the training of new heralds.

Green Crown P. (Greencloak) - Handles Greencloak's duties when he cannot be present.

Leveret P.: (Brachet) - Assists in the preparation of LoCs, and handles Brachet's duties when he cannot be present.

Principality Heralds

Mists: Sea Wolf Herald

Cynagua: Sable Swan Herald

Oertha: Stellanordica Herald

The Principality Heralds:

- 1) Are the final heraldic authorities in their Principalities, under the direction and supervision of Vesper Principal Herald.
- 2) Are ultimately responsible, within their Principalities, for all heraldic actions taken by any member of the College of Heralds within that Principality. Are responsible, as it becomes necessary, for assigning duties to their direct subordinates. Are responsible for the overall supervision, training, and assignment of the heralds in their Principalities.
- 3) Must swear fealty in their Offices to their Prince and Princess, and must serve in fealty and honor. Personal fealty is not required. Should be able to advise their Prince and Princess on heraldic matters.
- 4) Are responsible for the safekeeping and use of the Principality seal, if one exists, and must use it as directed by their Royalty.
- 5) Are expected to consult with the Kingdom level Heralds (Vesper, Greencloak, Banner, Brachet, and Latimer) when confronted with a question beyond their capabilities.
- 6) Are expected to be familiar with the Rosters of their Principalities, and to inform Vesper of any change so that the appropriate letters can be issued. May choose to keep an unofficial Principality Roster, which must match in all salient points with the Kingdom Roster, but which may include additional information.
- 7) Are expected to supervise the members of their Principality Colleges of Heralds, and to aid them in their work. Further, they are expected to be aware of the capabilities of their subordinates, and to recommend them to Vesper, both for advancement within the College and for such awards as Royalty may see fit to grant. They should also write letters of recommendation to their Princes and Princesses and to Their Majesties, if appropriate.
- 8) If separated from the Central Kingdom (i.e., Oertha), may be responsible for holding regular meetings to consider submissions and send them on for Kingdom consideration. All submissions must be forwarded in a timely fashion, and paperwork and funds must be transferred to Kingdom in an orderly manner. Copies of all submissions considered must be kept, letters of return must be written, and Minutes of the meeting including all devices forwarded and returned must be sent to Vesper. In other words, an adequate "paper trail" for all submissions must be established. If any funds are handled, proper records must be kept and accounts must be transmitted to Vesper and to the Exchequer annually.
- 9) If not separated from the Central Kingdom (i.e., Mists or Cynagua), may choose to hold regular meetings to consider submissions. If such meetings are held, all strictures in (8) apply.

Alternately, may hold informal regular meetings for the purpose of training and consultation, in which case, formal records need not be kept.
- 10) Are expected to maintain communication with the Kingdom Office and with the Staff Heralds as needed. This includes, but is not limited to, sending the Kingdom Office copies of all general mailings to the Principality College members, copies of all Principality ceremonies, and copies of all correspondence which may involve the Kingdom Office.
- 11) Are responsible for informing those within their Principality of such matters within the Principality College as may be of interest to them, such as dates of meetings. This will be most easily done through the Principality newsletter, if there is one, and The Page if there is not.
- 12) Are responsible for the scheduling of all duty and field heralds at Principality events. Must draw up a Roster at these events and see that it is properly executed. If the Principality Herald cannot be present at a Coronet event, he must appoint someone to handle this scheduling.
- 13) Are responsible for the supervision of the field heralds at Coronet Lists and other Lists at Principality events, or designate a deputy to handle this. Either the Principality Herald or their deputy should be on the field or easily available at all times to handle changes in the situation as they occur.

- 14) Are responsible for the supervision of the duty heralds at Principality events.
- 15) Are the premier Court heralds for their Principalities. Are responsible for satisfying their Royalty's requirements for heraldic assistance in Court, field, and duty matters. If they are not present to undertake their duties, must appoint someone to handle them.
- 16) Must designate successors acceptable to Vesper and to the Coronet six months before their terms of office expire. This "designated successor" will usually be a "chief deputy", but is not required to be. Further, should designate a "caretaker", as in Vesper (12).
- 17) May, with the approval of Vesper, designate such deputies as are necessary for the proper performance of their duties.