

The Barony of Namron

HERALD

This is a brief selection of the Herald's responsibilities outlined in the handbook. Please review the handbook for a full list of responsibilities and requirements.

Job Description and Duties

1. The local herald or a designated deputy is responsible for the following duties in addition to those specified for all officers:
 - A. Ceremonial Duties — Local heralds shall be generally responsible for the conduct of ceremonies as decreed by kingdom law and custom. These activities may include acting as the herald for Royalty or Nobility at court or calling the pairings at a tournament.
 - B. Educational Duties — The Local Herald shall ensure that heraldic education happens in the branch. The activities should include a range of general heraldic education designed to broaden awareness of heraldry among the populace.
 - C. Miscellaneous Duties — Local heralds shall be responsible for performing any miscellaneous duties required for the furtherance of heraldry within the branch.
 - D. Warranting — The local herald must have taken and successfully completed the warranting class within the past 2 years to be warranted. Until the class has been completed he/she will be listed as acting. The office will be declared vacant if the herald has not attended the warranting class after 3 months from taking office.
 - E. Submissions – The local herald is responsible for taking and processing heraldic submissions paperwork in a timely manner. Failure to properly handle submissions paperwork is grounds for removal from office.
 - F. Submissions Follow-up – A Local Herald should take note of the submissions from their group, and ensure any necessary follow-up on returns at kingdom or Laurel has been taken by working with either the consulting herald or directly with the submitter. Requirements of the office:
 - G. You must be a paid member of the SCA with access to the Black Star.
 - H. You are requested to attend business and populace meetings, as well as local events.
 - I. It is highly recommended that you attend round table events that are held twice a year.
2. Required Reporting:
 - A. Court Reports – Both the herald that heralds a court and the local branch herald, if any, must submit a report of awards and honors so given during that court. All other heralds attending court are requested to report awards and honors given, but not required. Sable Scroll is required to report to Zodiacus any awards that he or she prepared for an event, although this alone cannot serve as a final court report; the presiding noble must confirm that the awards were actually given.
 - B. Regular Reports - Reports should include a summary of heraldic activity for the office, any financial activity, and any issues, concerns, or questions. Local branch heralds and other sub-deputies report quarterly, with reports due by the 15th of the month following the end of the previous quarter. Reports are submitted to the up-line officer. Up-line officers may alter reporting schedules as needed with the approval of Star.
 - C. Send reports to:
 - i. equinox@herald.ansteorra.org
 - ii. seneschal@namron.ansteorra.org
 - iii. baron@namron.ansteorra.org
 - iv. baroness@namron.ansteorra.org

3. Working with Others:
 - A. Coordinate between members in your group, helping them find resources, etc.
 - B. Coordinate with the other officers in your group to provide support in their roles as needed.
4. Remote groups – Coordinate with the newer groups forming in the barony to offer them support as needed.

Links: Handbook and reporting information can be found at <http://heraldry.ansteorra.org/>.

To Apply:

1. Fill out the Kingdom's Application for Office. <http://seneschal.ansteorra.org/forms/ApplicationJan08.pdf>
2. Include answers to the additional application question(s) below.
3. Send the completed application and a copy of you blue card to the northern regional MoAS, the Baron and Baroness of Namron, and the Seneschal of Namron.
 - a. equinox@herald.ansteorra.org
 - b. seneschal@namron.ansteorra.org
 - c. baron@namron.ansteorra.org
 - d. baroness@namron.ansteorra.org

Additional Application Questions

1. What ideas or plans do you have for the office?
2. Do you have any time commitments or responsibilities that will affect your ability to fulfill this office? If so, please describe how you would balance your different commitments.