

Herald Reference Guide  
Barony of Namron  
Frú Kolfinna Egilsdóttir, April 20, 2020

Congratulations on your selection as the Sable Storm Pursuivant Herald for the Barony of Namron, and thank you for volunteering to serve our Populace! As a new officer, there are quite a few administrative tasks to become familiar with. This document should help you get started, and keep you on track throughout your term of office. Please send any suggestions for improvement of this document to the local Senescal so we can maintain a useful resource for our Heralds.

This list may seem daunting at first, but most actions will quickly become second nature, or may need to be completed only once, or infrequently. Some can be delegated to a Deputy. Several of the items are specific to our barony only. If you need assistance or accommodations to complete the duties of your office, please notify the Seneschal. This document should serve as a starting point for a new appointee as the Sable Storm Pursuivant Herald, but is not implied to be inclusive of all possible responsibilities.

#### Legal

1. The SCA has a zero tolerance policy regarding harassment and bullying. The policy can be read at: <http://socsen.sca.org/the-sca-harrassment-and-bullying-policy/>.
2. You are ultimately responsible for ensuring that you are listed on the Kingdom Warrant Roster, and maintaining current authorizations and paid membership status for the duration of your term in office. More details are found below.

#### General Administration

1. You are responsible for knowing the laws, rules, and policies that apply to your position! Read the following documents. Make sure you are using the most current version. It is strongly recommended that you attend the Herald Warranting at Round Table at least once per year to get policy updates and interpretation information.
  - a. Familiarize yourself with the extensive information provided on both the Society and Kingdom College of Heralds websites during your first 30 days in office. You will find numerous resources to refer to throughout your term of office.
    - i. Kingdom of Ansteorra College of Heralds: <http://heraldry.ansteorra.org/>
    - ii. SCA College of Arms on the Web: <http://heraldry.sca.org/welcome.html>
  - b. Kingdom of Ansteorra Administrative Handbook for the College of Heralds: [http://heraldry.ansteorra.org/docs/COH\\_Admin\\_Handbook.pdf](http://heraldry.ansteorra.org/docs/COH_Admin_Handbook.pdf)
  - c. SCA Administrative Handbook of the College of Arms (webpage): <http://heraldry.sca.org/admin.html>
  - d. SCA Standards for Evaluation of Names and Armory: <http://heraldry.sca.org/sena.html>

- e. SCA Submitters' Guide to Submissions: <http://heraldry.sca.org/guide.pdf>
  - f. SCA Sign Herald's Handbook: <http://heraldry.sca.org/sign/handbook.pdf>
  - g. Read the Black Star regularly. You can access a digital version by logging into your membership account at sca.org.
2. Obtain contact information for the following officers.
  - a. Local Seneschal
  - b. Equinox Herald (Northern Regional)
  - c. Northern Regional Scribe
  - d. Asterisk Herald
  - e. Star Principal Herald
3. Join the "Whooshy Officers" Facebook Group at <https://www.facebook.com/groups/3271523382876147/>. This group is used for report reminders, discussion, and updates between meetings. Monthly Business Meeting topics and training will also be announced in this group and by email.
4. Make sure you are added to the Namron Officers and Deputies chat on Facebook Messenger. We use this for quick questions, updates, etc. Extended discussions of official business will be moved to meetings or email, but you can get a lot of basic questions answered quickly in the chat.
5. Your official email account is an important tool for communicating with other Baronial officers, regional and kingdom officers, and members of the populace. Obtain a temporary email password from the Seneschal. Log in to your official email account and change the password. You should respond to emails within 24 hours.
  - a. Make sure there is no password recovery phone number listed. Recovery email should be [seneschal@namron.ansteorra.org](mailto:seneschal@namron.ansteorra.org).
  - b. DO NOT DELETE all emails! Please read [Gmail and Google Suites for Officers](#) on the Barony of Namron website.
  - c. Use Google Calendar to set reminders for report and waiver submissions (listed below), and meeting schedules. Make sure you are setting them on the correct account!
6. Request editing access to the Barony of Namron Order of Precedence from the Webminister at [webminister@namron.ansteorra.org](mailto:webminister@namron.ansteorra.org).
7. View and familiarize yourself with the report forms that you will use before you have a looming deadline.
  - a. All reports must be sent from the official email account.
  - b. Reporting deadlines for your office:
    - i. Quarterly Reports are due by the fifth day of the following months: February, May, August, November. Use the online form at <http://heraldry.ansteorra.org/reporting/branchqtr/branchqtr.php> Send a copy to the local Seneschal.
    - ii. Court Reports are due within 30 days. Report using the form at: <http://heraldry.ansteorra.org/forms/courtreport.pdf> Send a copy to the local Seneschal, and update the Barony of Namron Order of Precedence at:

<https://sites.google.com/a/namron.ansteorra.org/namron/home/about-our-group/baronial-awards/baronial-order-of-precedence>

8. Send the following information to the Equinox Herald at [northern@herald.ansteorra.org](mailto:northern@herald.ansteorra.org) from your official email:
  - a. SCA name
  - b. Modern name
  - c. Membership# and expiration
9. Send the following information to the local Seneschal at [seneschal@namron.ansteorra.org](mailto:seneschal@namron.ansteorra.org) from your official email:
  - a. SCA name and title
  - b. Modern name
  - c. Membership# and expiration
  - d. Phone number
10. Attend the Round Table Herald Warranting class. Be sure to sign in!
11. Verify inventory within your first 30 days in office, if possible. You will complete and submit an annual inventory report to the Treasurer at [treasurer@namron.ansteorra.org](mailto:treasurer@namron.ansteorra.org). This typically occurs each December.
12. Obtain all physical paperwork and miscellaneous equipment from the outgoing Herald within 30 days.
13. Regularly examine and maintain all equipment.
14. Submit purchase requests to the Financial Committee for review at [finance@namron.ansteorra.org](mailto:finance@namron.ansteorra.org). All approved purchase receipts will be submitted to the Treasurer.
15. Prepare and submit annual budget information as requested by the Treasurer. This typically occurs each November.

#### Key Responsibilities

1. Assist Populace members and groups with name and device research and selection. Ensure submission forms and documentation are complete and accurate. **Reminder that Heralds may not accept submission payments.** Coordinate with the Treasurer to complete the submission process. Submission forms include:
  - a. Name Submission Form for Individuals: <http://heraldry.ansteorra.org/forms/NAMEI.pdf>
  - b. Name Submission by an SCA Branch: <http://heraldry.ansteorra.org/forms/NAMEB.pdf>
  - c. Device Submission Form: <http://heraldry.ansteorra.org/forms/DEVICE.pdf>
  - d. Badge Submission Form: <http://heraldry.ansteorra.org/forms/BADGE.pdf>
  - e. Single Client Submission Form: <https://treasurer.ansteorra.org/files/forms/AnsteorranHeraldicSubRec't-SingleClientForm.xlsx>
  - f. Roster Submission Form: <https://treasurer.ansteorra.org/files/forms/AnsteorranHeraldicSubRec't-RosterForm.xlsx>

2. Serve as Court Herald during Barony of Namron events and meetings. A qualified Deputy may perform this function in your stead.
3. Obtain correctly spelled titles and names of tournament champions as quickly as possible at events. Provide to onsite scribes for scroll completion prior to court.
4. Send Champion names and court reports to the Webminister for website and Baronial Order of Precedence updates.
5. Train, and delegate tasks to, one or more Deputies to ensure the efficiency and performance of your office, as well as its future continuity.

#### Additional Responsibilities

1. Ensure the presence of Site and List Heraldry at events. Coordinators may perform these duties, but please advise and support the Event Stewards in filling these roles when necessary or requested.
2. Contact prospective members who expressed interest at demos in the activities of your office. Contact should be made within 72 hours.
3. Share regular announcements about Heraldic activities on the Namron Email List at [namron@lists.ansteorra.org](mailto:namron@lists.ansteorra.org) and on the Facebook group at <https://www.facebook.com/groups/namron/>.
4. Provide current information on Heraldic activities to the Webminister at [webminister@namron.ansteorra.org](mailto:webminister@namron.ansteorra.org).
5. Provide current information on meeting and class times and locations to the Calendar Events Deputy at [events@namron.ansteorra.org](mailto:events@namron.ansteorra.org).
6. All public posts relating to your office on Facebook and the Namron Email List should indicate that they are official business. It is recommended to use a signature block that includes your SCA name and specifies that you are the Herald in some way. Consult with the Social Media Deputy or Seneschal if needed.
7. Attend the Barony of Namron Populace Meeting each month and present a report on the activities of your office. If you are unable to attend, please contact Their Excellencies at [baron@namron.ansteorra.org](mailto:baron@namron.ansteorra.org) and [baroness@namron.ansteorra.org](mailto:baroness@namron.ansteorra.org) with your information so it can still be shared with the Populace.
  - a. You may have a Deputy attend and present on your behalf.
8. Attend the Barony of Namron Business Meeting each month for additional training and discussion of baronial business. If you are unable to attend, please contact the Seneschal at [seneschal@namron.ansteorra.org](mailto:seneschal@namron.ansteorra.org) so that any business relating to your office can be addressed, and to make arrangements for an alternate training time.
  - a. You may have a Deputy attend on your behalf for business discussion, however, some training sessions will still need to be completed. Contact the Seneschal to coordinate.
9. Submit a written missive to the Chronicler at [chronicler@namron.ansteorra.org](mailto:chronicler@namron.ansteorra.org) each month. Potential topics include details on the activities of your office, upcoming Heraldic events, changes that affect participants, interesting facts about medieval heraldry,

photographs or original artwork with proper release forms, or other things that you think will be useful or interesting to the Populace.

10. Recommend both adult and youth members of the Populace for Baronial or Kingdom awards!
  - a. Recommend Baronial awards by emailing the Landed Nobility at: [baron@namron.ansteorra.org](mailto:baron@namron.ansteorra.org) and [baroness@namron.ansteorra.org](mailto:baroness@namron.ansteorra.org)
  - b. Recommend Kingdom awards by following the instructions at: <https://ansteorra.org/awards/>

## How to Resign

The initial warrant of your position is six months, extendable in six-month increments up to two years. Depending on when you take office, the two-year limit may be slightly reduced or extended to align with the Round Table schedule. Check with the Seneschal for details. If you would like to remain in your position longer than two years, contact Their Excellencies to initiate the approval process.

If a personal situation arises that necessitates your immediate resignation, a Deputy can be activated to serve as Herald until the position is filled by the standard application process.

If you are nearing the end of your term, and are ready to step down, we request 60 days notice so we can offer an appropriate application and selection period.

If at any time, you decide that the time is right to resign, please do so. This is a strictly volunteer position, but can occasionally be stressful and time-consuming, and your personal life and enjoyment of the SCA is important.

Thank you again for your service to The Dream!