

Duty Statement

Crux Australis Principal Herald

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Introduction

This document describes the duties that fall under the office of the Crux Australis Principal Herald. It has been modified from the duty statement originally produced for the Crux Australis office when Lochac was a Principality of the West. Each Crux Australis Principal Herald should update this document as necessary, especially prior to handing the office on, so that it reflects current practice.

Note that not all of these duties must necessarily be performed by Crux Australis - a great many can be given to deputies to perform on Crux's behalf, but Crux Australis must ensure that these deputised tasks are being adequately performed and be able to take on those duties

if the need arises.

1. Book Heraldry

1.1 Local Processing of Submissions (Rocket Herald)

Submissions processing is the most time-consuming aspect of the office.

- All submissions must be processed within 30 days of receiving them.
- Submissions must be checked to ensure correct money has been received along with the correct number of forms. Currently we require 2 copies of the form and documentation for names, and 4 coloured and one "outline" copies for device and badges. (1 name form or 2 armoury forms for Laurel, 1 for Crux Australis' files, and an armoury form to give to the provost of scribes upon registration of the device.) In cases of resubmissions the folder should be taken from the files and the history checked to ascertain that it is really a resubmission and not a change of element which would incur a cost. In the case of a new submission, a new folder should be created.
- When a submission is returned by Crux Australis, or registered or returned by Laurel a letter must be written to the submitter informing them of the decision in a timely manner. In the case of a return the reasons for return and suggestions as to how to resolve the problems should be addressed. It is often a good idea to reprint and explain the comments made by Laurel in the Letter of Acceptances and Returns (LoAR).
- Upon registration of a device submission one of the coloured device forms should be forwarded to the Provost of Scribes to be used in the production of any scrolls required.
- A copy of the acceptance or return letter should be included in the file. A single line summary should also be written inside the front of the folder showing what has been done, when and at what level (e.g. "Registered, LoAR 02/2004"). Alternatively, acceptances or returns made by Laurel may be noted in the file by pasting in the "sticky" version of the LoAR that is produced by the Laurel office for this purpose.
- Each folder should be kept in one of four places: the open files, the pended files, the closed files or the processing tray.
 - The open files contains all folders with an item on a LoI awaiting a decision from Laurel, or those waiting for a resubmission on an item returned less than three years ago.
 - The pended files contains any folders with submissions requiring clarification; they must be either returned or forwarded to Laurel within 30 days of being pended.
 - The closed file contains all folders which have all registered items, or returned items not resubmitted after three years.
 - The processing tray is for all submissions that are currently in use for the production of the CAMEL/LoI. It is recommended to keep as few submissions are possible in the processing tray to reduce the risk of a submission being lost.
- Currently the charge for submitting a new element is \$20.00. Laurel fees are US\$3.00 per element. The cost of resubmission is nothing so long as each resubmission is made within three years of the most recent letter of return (except for a change of holding name).

- Lochac has inherited the West Kingdom tradition of granting a free name change to the recipients of a peerage within twelve months of their elevation, paid for by the College of Heraldry. This may be changed by Crux Australis.
- Group names and Devices along with Heraldry titles are also traditionally paid for by the College, but this may also be changed if desirable.

1.1.1 Meeting method of local processing

- Meetings should be held once a month and Letters of Intent (LoI) and CAMELs should be produced within 30 days of this meeting.
- At this meeting all efforts should be made to find the appropriate evidence to support a submission's registrability. Crux Australis' duty is to ensure registration, not authenticity. A submission should only be returned if it would clearly be not registered by Laurel, not just because the element is not totally period. If there is any doubt the element should be passed on to the rest of the College of Arms (i.e. included on the next LoI) for discussion.
- In cases where it is unclear as to what the submitter actually wants, efforts should be made to contact them to discuss their submission. It is acceptable to pend a submission for a period of one month to enable this to take place, e.g. when the "meaning is important" box is ticked on a name submission but no indication is given as to the meaning of the byname. In this case a phone call is far better than a formal return as you can discuss the submission with the submitter rather than write to them about it. If a large change has to be made they should still approve it in writing. For simple changes to grammar or spelling then the phone call should be sufficient. It is probably a good idea to keep notes of the phone call and put them in the file.
- All submissions considered at a meeting and not returned or pended must be included in the next LoI.

1.1.2 Alternate method of local processing - internal commentary (Currently in use)

Rather than holding a monthly meeting to discuss submissions, Crux or an appointed deputy may instead issue an Internal Letter of Intent (ILoI). This letter is commented upon by heralds throughout Lochac (and from elsewhere, if desired) and the compiled results used to determine if submissions should be forwarded, returned or pended. If the former, the comments may also assist in the compilation of the (external) Letter of Intent described below.

Use of the Basilisk Forum is equivalent to an ILoI.

1.1.4 Preparation of the Letter of Intent (LoI) (Rocket Herald)

Note - LoI preparation may be deputised; the deputy will need physical access to the submission files.

- The Letter of Intent is the method used by the College of Arms to discuss submissions sent to Laurel for registration. It enables each submission to be analysed by multiple external commenters to determine if it meets all aspects of the Rules for Submissions. Commenters are happiest when the information provided to support a submission is concise, relevant and honest. This should be kept in mind during the production of LoIs.

- The format of, and information required to be included in, the LoI can be found in the Administrative Handbook for the College of Arms. A copy of this document can be found at <http://www.sca.org/heraldry/laurel/regs.html>.
- The LoI must be distributed in accordance with the Administrative Handbook. Use of the OSCAR system fulfills this requirement.
- A packet of all forms for every submission on the LoI must be forwarded to Ragged Staff Herald with in a month of publication. Submissions should be placed in the same order as they are included in the LoI, without staples or paperclips. They must also contain exactly the same blazon and name as those on the LoI. This is usually done by filling in the office only section of the device forms.

1.1.4 Preparation of Commentary

- Commentary on other Letters of Intent from the Known World, whilst encouraged as a means of education, is not compulsory, although to keep in contact with current moods, trends, feelings and policies of the College of Arms, close attention should at least be paid to reading other people's commentary. In this way you can pre-empt, answer and defuse potential impediments to registration of a particular element.

1.2 Consultation for the Populace of Lochac.

Note - these duties, along with providing education for Lochac's heralds, are amply suited for delegation to a deputy.

- Crux Australis is expected to be the highest authority on onomastics and heraldry in the Kingdom of Lochac and consequently will receive a large number of requests for help. Most local heralds should help submitters and be able to handle most routine queries. However, it should be remembered that Crux Australis is generally considered to be highly experienced and some groups do not have direct access to an experienced herald. As a consequence you will be required to deal with even the most basic of questions on a routine basis. Submitter's questions should be answered as soon as possible but of course have the lowest priority in relation to the rest of the Office's duties.
- If it becomes obvious that one group is asking a large number of questions it may pay to enquire as to the status of their herald and provide him/her with guidance as necessary as to the duties of his/her office.

2. Preparation of the CAMEL

Production of the CAMEL can be handled by a deputy.

- The "Crux Australis Monthly Letter" is intended as an information source on the progress of submissions and other heraldic matters for the heralds of Lochac. This should be kept in mind when producing this document. Special mention should be made of any change in policy, new information or Laurel precedents made in the last month. Production should ideally be monthly, and at the very least quarterly.
- All submissions sent to Crux, whether forwarded, returned or pended, must be included in this document along with all registrations and returns included in the Letters of Acceptance and Return (LoAR). This is especially important as CanonHerald uses this as official notification of registration for their database.

- Nobody's personal details (legal name, address, phone number, etc.) should be included in the online version without their permission.

3. Warranting and Rostering of Heralds

Note - the maintenance of the roster may be deputised, but the elevation of people to a personal rank, the warranting of group heralds and the removal of heralds from office or the roster remain the responsibility of Crux Australis.

- Crux Australis Herald is required to maintain a roster of the members of the Lochac College of Heralds, listing all those warranted as the heraldic officer for a group along with those rostered as "Extraordinary" (the term that has replaced "At Large"). The roster should keep track of each herald's contact details, date rostered, rank and office currently held.
- A copy of the roster of all group heralds must be included in the copies of the report sent to Laurel, the Crown and the Seneschal of Lochac.
- The highest personal rank that can be held by anyone in the College is that of Herald. This rank indicates that the person in question is competent in all three areas of heraldry (voice, court and book) and an expert in at least one.
- A Pursuivant, the lower personal rank recognised by the College, must be competent in at least one of the above mentioned heraldic areas, have registered a name and device, achieved an appropriate score on the Pursuivant exam, and be willing to improve their knowledge of heraldry at all times.
- The rank Macer is used to signify a herald in training or someone without a permanent rank performing heraldic duties.
- Lochac does not send a Warrant of Appointment to Office as per the standard form in Corpora appendix B, under a local Law variance. All changes to a person's rostered details should be recorded.
- The warranting of all group heralds must be performed in accordance with Corpora, Kingdom Law and the Lochac Procedures Manual (available from the Lochac Seneschal's website at <http://www.sca.org.au/seneschal>). Note that these procedures mean that Crux Australis usually has no involvement in the appointment of Canton heralds - this is handled by the relevant Baronial herald - and College heralds may be appointed by College Seneschals after simply consulting with Crux. Nonetheless, Canton and College heralds should be encouraged to write to Crux Australis asking to be placed on the roster.
- Due to the specific skills required of group heralds, a person may remain as the heraldic officer of a group for more than four years. However, after their second year in office their warrant must be renewed once every 12 months.
- If the office of herald in a Barony remains vacant for more than a couple of months then they should be reminded that they are in breach of Corpora and in danger of being put into abeyance.

4. Financial Obligations

- Due to the fact that Crux Australis is an office that handles money, financial reports, must be made to the Exchequer quarterly. These reports must include a balance sheet showing a purpose for each payment and a source of each income, and photocopies of bank statements for that quarter. Any peculiarities should also be explained in a cover letter.

- Adequate record keeping will also require that receipts for payments made be kept.

5. Current Deputies and their duties

5.1 Baryl Herald

This is a courtesy title for Crux's 'Drop Dead' Deputy. Previous holders have been in charge of either internal or external commentary. As 'Drop Dead' Deputy, they are required to:

- Assist Crux Australis in his/her duties
- Understand the running of the office in case he/she is required to take over at short notice
- Fill in for Crux Australis in times where Crux is unavailable to fulfill their duties for an extended time (i.e... overseas holidays, sickness, etc...)

5.2 Rocket Herald

Rocket is Crux's submissions deputy. They are responsible for:

- Processing of submissions
- Preparation of the ILoI, LoI, and submissions packet
- Informing submitters of the registration or return of submissions following an LoAR
- Report to Crux Australis Herald on the state of the office regularly.

5.3 Bombarde Herald

Bombarde is Crux Australis' deputy for ceremonies. Their duties are as follow:

- Responsible for devising protocols and ceremonies for Their Majesties and ensuring the protocols and the ceremonies are available.
- Aids other heralds to devise ceremonies as needed for Baronial and other Courts.
- Makes sure that the ceremonies, scrolls, promissories and other props for any Kingdom Courts are at hand.
- Following consultation with their Majesties and their successors, prepares a customised Coronation ceremony for each new Crown if required.
- Works to ensure that less-experienced Court heralds receive opportunities for training, so that there will be sufficient competent heralds to handle Their Majesties' business.
- Acts as the ceremonial War Herald of the Coronet of Lochac. At Their Majesties' command issues formal challenges, demands for surrender and so forth. May, at Their Majesties' request, carry the banner of Lochac into battle.
- As requested by Their Majesties, and with the assistance of as many members of the College as are needed, organises Grand Marches. They must be sure that the needed props and tools (cards, pencils, OPs) are on hand.
- Report to Crux Australis Herald on the state of the office regularly.
- Within six months of taking office, designate and train a suitable deputy in good time to ensure smooth transition of the office between holders.
- Undertaking other activities concerning ceremonial heraldry under the direction of Crux Australis Herald as is determined needful or desirable from time to time.

5.4 Canon Herald

Canon is responsible for maintaining the Order of Precedence and the Gentry List. Their duties are as follow:

- Ensure all publications of awards in Pegasus are entered into the Canon Lore database.
- Ensure all registrations by Laurel of names and armoury submitted by the Lochac College of Heralds are entered into the database.

- Be available to the populace to answer queries about awards held and names and armoury registered.
- Within six months of taking office, designate and train a suitable deputy in good time to ensure smooth transition of the office between holders.
- Report to Crux Australis Herald on the state of the office regularly.

5.5 Mortar Herald

Mortar is responsible for the development and maintenance of Canon Lore, Basilisk, and other software as required.

5.6 Ordnance

Is not in current use and may be assigned to tasks, or special projects as required

5.7 Hund Herald

Hund is not strictly a deputy. Hund is a personal heraldic title held by Master Thorfinn Hrolfsson. Hund's duties are:

- Produce regular commentary on other Kingdom's Letters of Intent on OSCAR. Commentary on external Letters of Intent is not the sole prerogative of Hund.

6. Miscellaneous Duties

- As per Kingdom Law, Crux Australis must appoint a 'Drop Dead' Deputy within six months of assuming the office.
- It is the responsibility of Crux Australis to check that any award scrolls issued under the King and Queen of Lochac's hand contains no errors, and to affix a wax seal to it using the Seal of State (Delegated to the Provost of Scribes). Where the scroll features an emblazon the Herald's seal must also be affixed to the scroll and Crux Australis must sign the scroll to affirm that the arms shown and described are indeed registered to that person. Any scroll that is incorrect in any detail should be returned to the Provost of Scribes for correction or, if necessary, reissue. The only exception to this are minor misspellings of the Royalty's name that the Royalty find acceptable or minor blazon errors which are not critical to the reproduction of the emblazon.
- The Great Seal of the Kingdom must also be present at each Coronation and presented to Their Majesties at the appropriate juncture during the ceremony. As it is a piece of regalia it must also be checked by the Keeper of the Regalia at each investiture.
- It is the duty of Crux Australis to protect from harm all the heralds of the Kingdom and any visiting heralds whilst they are on duty or carrying out the functions of their office. This may mean drawing the attention of the Crown to something done to your heralds, or just plain protecting the reputation of heralds everywhere. However, criticisms of heralds or heraldry should be treated fairly and objectively and, if valid, steps should be taken to address the cause of such complaints.
- The last, and no less onerous, duty of the Crux Australis Principal Herald is to obey and be available to obey any lawful command of the Crown of Lochac as set forth in your fealty vow. Fealty must be sworn by yourself or a representative at each Coronation. You should also be ready to serve them in anyway they wish, however you should always try to maintain the dignity of the College of Heraldry.