

## Branch Pursuivant Job Description

### ***Position Purpose***

The branch pursuivant is an integral part of the function of the local group. This position is required for baronies per Middle Kingdom Law (*Article XIV-200*). The branch Pursuivant reports to the Regional Herald and Dragon Herald (Middle Kingdom).

### ***Essential Job Functions***

- Reporting – Per Middle Kingdom Law XVI-820, lack of reporting constitutes resignation
  - Quarterly reports to Dragon (March 31, June 30, September 30, December 31)
  - Monthly reports at group business meetings (on designated officer report nights, as required by the local group)

### ***Other Job Duties***

- Book Heraldry/Submissions
  - Help end-users find resources to research and document SCA-appropriate name and armorial device submissions
  - Help end-users navigate the submissions process
  - May comment on Kingdom Internal Letters of Intent
- Court Heraldry
  - Serve as the voice of Crowns or Coronets during Kingdom or Baronial courts (more likely if a baronial officer).
  - Consult with Their Excellencies regarding court lists and proceedings (if baronial officer)
  - Submit court reports to Kingdom as appropriate
- Field/Tournament Heraldry
  - Call tournaments and/or make announcements as requested
- Courtesy & Precedence
  - Maintain the local group's Order of Precedence on the group's website (and on a locally-stored database, if desired)
    - Submits any corrections to the Middle Kingdom Order of Precedence, as necessary
  - Educate the populace regarding titles, insignia, regalia, etc. and their use
- Recruiting and Training
  - Foster enthusiasm for the arts heraldic among the populace and engage those who would help by assigning them duties (Medieval French naming customs, heralding tournaments, armorial display, etc.) according to their abilities and interests

### ***Relationships***

- Reports to Regional Herald & Dragon Herald (Kingdom)
- Reports to branch Seneschal
- May supervise deputy pursuivants
  - Deputy as an assistant (successor) must meet all requirements of the office
  - Deputy as a specialized helper has no requirement
- May supervise a corps of situational heralds
- Develops rapport & positive interactions with submitters
- Works directly with Their Excellencies regarding courts (if a barony)
  - May work with Their Majesties or Highnesses, as appropriate

### ***Equipment Used***

- Will make use of standard office equipment including (but not limited to) a computer with internet access, scanner, email, image-editing software, a word-processing program

### ***Qualifications***

- Must be an SCA member in good standing, above the age of 15
  - If between the ages of 15-18, the Pursuivant must present express written approval from a parent or guardian as well as the Dragon Herald, who must be informed of the pursuivant's age. (*SCA Corporate Policies II.C.2*)
  - At least 18 years old, preferred.
- Language skills
  - Must be able to read & write reports and businesslike correspondence
  - Must be able to effectively present information
  - Must be fluent in English
- Reasoning ability
  - Must be able to interpret instructions furnished in written, oral or diagram form
- Physical requirements
  - Must be able to communicate verbally