

Falcon Signet Job Description:

- The Falcon Signet is the deputy in charge of scriptoria and holds the office at the pleasure of the Minister of Arts & Sciences.
- Officially, the job of Falcon Signet is to make themselves available to the Crowns to ensure the correct production of all Grant of Arms level and above scrolls. Keeping this in mind the Falcon Signet is not the Royal Scribe. Royal Scribes are chosen by each Sovereign and are members of the Royal Retinue. Falcon Signet is chosen by the Minister of Arts and Sciences and is a deputy of that office. Knowing of capable and willing people, it is certainly incumbent upon the Falcon Signet to present themselves to the new Heirs and offer recommendations for the position of Royal Scribe.
- As the consummate expert on GOA and Peerage scrolls, Falcon Signet maintains several lists. First of all, Falcon Signet (if not also acting as the head of the Scribes Guild) works with the head of the Scribes Guild to maintain a current list of scribes and illuminators, along with references to their skill levels and time periods/styles. Second, Falcon Signet does their best to keep an archive of both past scroll texts and copies of all scroll texts used by the current Crowns. Falcon Signet maintains files of the AOA level scroll texts, as he/she may be approached by scribes requiring these. Third, Falcon Signet does their best to keep a digital archive of previous efforts – both as historical reference and as examples for future illuminators. Fourth, Falcon Signet, through the Clerk of Backlog Scrolls (see below), assists in the maintenance of a list of any backlogged scrolls and completion of these works.
- Falcon Signet must be prepared to hold the Sovereign's confidence. In short, due to the nature of the Calontir awards and decorations system, Falcon Signet may become aware of pending awards well before they are made public. This information must be kept sacrosanct.
- Falcon Signet maintains a record of which works are done by which scribes/illuminators, as well as associated costs. It is up to the Falcon Signet to validate official expenses.
- Falcon Signet is the central point of contact for education and training of scribes and illuminators. In this capacity, Falcon Signet works closely with the Chancellor of RUSH to ensure that the appropriate classes and training profiles are offered on a regular basis. While the meat of the job for scribes and illuminators is the actual placing of pen or brush to paper, the primary focus of this training program should be conceptual – in short, how to function within the Scribes Guild of Calontir, scroll achievements, heraldry for illuminators, and the many administrative requirements involved. This does not in any way preclude the requirement for teaching the technical aspects of scripting.
- In keeping with the educational theme, Falcon Signet should be regularly and easily available to the populace. Falcon Signet is expected to be available at SCA functions on a regular basis, and is encouraged to arrange visits with local shires, cantons, baronies, etc. during mid-week meetings or interest groups.
- The Falcon Signet also maintains a budget to compensate the Royal Scribe for cost of paper and for preprint supplies (scribal roadshow boxes, etc.). This budget is not intended to compensate the non-AoA scrolls directly.
- Finally, Falcon Signet is the clearinghouse for information required by scribes and illuminators to perform their duties correctly. In keeping with this requirement, Falcon Signet is responsible for maintaining the Scribe's Handbook, and will work to ensure that updates are published and distributed as needed. Additionally, Falcon Signet will moderate and oversee the "Calontir Scribes" distribution list and keep track of the Facebook page.

Deputy – Clerk of Backlog Scrolls

- The Clerk of Backlog Scrolls maintains a list of any backlogged scrolls, and actively seeks both scribes and illuminators to complete these works.
- The primary focus of the Clerk of Backlog Scrolls is to allow the Monarchy to display their intent to offer a person membership in one of Their orders. It is not the Clerk's duty to replace a lost or damaged scroll, once the recipient has actually received it.
- The Clerk of Backlog Scrolls duties include: taking requests, determining if the criteria are fulfilled, finding scribes for projects, finding preprint masters, assisting those scribes with information, keeping records, and following up on their creation and completion. Promotion of backlog scroll creation is an additional duty, outside of the scrolls themselves.
 - Requests for a backlog scroll may be taken from the recipient or someone else who knows the scroll was never received.
 - Criteria should include the person never having received the scroll and having been admitted to the order. Use the online Order of Precedence for confirmation, checking that it is current.
 - Find scribes to do the scrolls, encouraging timely completion and quality. The work should be neat, tidy, without religious reference or modern inclusions. It should be done with archival quality materials (not markers etc.) You may choose to do any you desire.
 - Assist the scribe where needed.
 - Locate text through the CalontirScribes files Book of Texts, the Monarchs or their Royal Scribe who gave the honor, current wordsmiths, or composing it yourself, Text is often a delaying point.
 - Obtain necessary signatures. If the Monarchs who gave the honor are not available the reigning Majesties may sign the scroll according to Calontir Law **Kingdom Law: III-402** The ruling King and Queen may affix Their Royal signatures to any scroll for awards given by a previous monarch only if the previous monarch is no longer available to sign and should affix Their own signatures followed by the words "For (former) Rex" and/or "For (former) Regina." (pg22)
 - If the honor would have been presented in a preprint form, search for a copy of it. The Falcon Signet has files as do many prior Royalty or their Royal Scribe. If one cannot be located for copying the scroll can be created as an original. Text may be found by determining others of the reign who received the honor and requesting their text.
 - Keep records that include dates and information on the person requesting the scroll, the recipient, the award, the Monarch, and the stages of scroll creation (text, illumination & calligraphy, Monarch's signatures, presentation). Make notes on any follow up and encouragement you make.
 - Promote the task and its benefits through classes, announcements in court, and displays.