

Title Autocrat  
Type Deputy to the Seneschal - nonvoting  
Term Duration of event from planning through execution  
Not elected.  
Warranted No - Local  
Deputies:  
Encouraged to assign deputies for each area of activities. Activities depend upon type of event, i.e. day, weekend, Kingdom or Local. Right of first refusal resides with the Province Officer responsible for their area of activity. Deputies are to be approved by the responsible Province officer. Activities are to be approved by the responsible Province Officer to ensure that planned activities are within Corporate and East Kingdom Law and Policies.

#### Reports

Kingdom: None  
Seneschal: Monthly updates. May be made at Province or Officers meeting.  
Province:  
Date and time of event. Report if additional help is needed.  
Moonstone:  
Each issue until event occurs. Notice of name, date and time of event. As event approaches, directions, costs and activities planned.

#### Duties:

To plan the event, recruiting assistance as necessary to staff and run the event. Ensure the Seneschal is kept informed of any problems that arise for which they need assistance and status of preparations.

1. Ensure that all Kingdom, Corporate and Province policies are followed and proper reports and accounting kept for the event.
2. All expenditures for an event must be pre-approved by the Autocrat.
3. All non-mandatory purchases over \$150.00 for an event must be pre-approved by the Seneschal.
4. Final itemized budget will be submitted to the Seneschal and Exchequer 30 days prior to the event.
5. After the event, ensure that the property (hall/land) used is left as clean as it was prior to the event.
6. Ensure all rented or borrowed equipment is returned in a clean, working condition.
7. Ensure all monies have been turned over to the Exchequer as required and all reports and receipts turned in.
8. Final event report must be turned in within 30 days of the event barring extraneous circumstances.