

Title Chronicler  
Type Greater Office - Voting  
Term 2 years  
Elected

Warranted - Yes.

Deputies: Encouraged to assign at least one. Deputy may be assigned to stand in for the Chronicler at events/meetings.

#### Reports

Kingdom/Regional	Annual
Seneschal and Exchequer	Quarterly
Complementary copy of Moonstone. Number of subscriptions, Number of new subscriptions. Number of Comp issues sent out.	
Province	Monthly
Number of Subscriptions: New, Comp and total. Topic of next Moonstone and deadline date. Estimated date of publication of next issue.	
Moonstone:	Each issue
Topic of next Moonstone and deadline date. Estimated date of publication of next issue.	

#### Duties:

To create and publish monthly newsletter (The Moonstone). Keep Province records of historical interest. Send out ballots and receive absentee votes. Count votes.

- 1) To create and publish the Moonstone.
- 2) Write articles and/or seek submission of articles of interest to the populace.
- 3) Publish submission deadlines via Province meeting and Province Email list.
- 4) Notify officers when reports are due for the upcoming issue.
- 5) Keep record of events of historical interest to the Province:
- 6) Past issues of the Moonstone.
- 7) Keep record of votes held within the Province.
- 8) List of Province officers and terms held.
- 9) Synopsis of Province meetings
- 10) Send out ballots when requested and receive absentee ballots. Count votes at elections per Province policy
- 11) Additional duties as described in Corpora, Society Chroniclers Policies or the East Kingdom Chronicler's Policies

The Moonstone must include the following information:

- 1) Disclaimer
- 2) Copyright information
- 3) List of Officers and current contact information
- 4) Subscription information.

The Moonstone should include:

- 1) A list of Events of local interest scheduled in the near future.
- 2) Schedule or information about local and nearby events, such as fighter practices, dance practices, regular group meetings
- 3) Officer reports
- 4) Articles in the topic for that issue
- 5) Notices of upcoming events from autocrats

Sources: Corpora, East Kingdom Law and East Kingdom Chroniclers Policies for Local Chroniclers.