

2.6 Duties of Detachment Officers

The following information is provided to assist the Detachments in the selection of Officers; assist members in determining a candidate's interest and capability in an office; and to provide an outline of possible job functions that will be carried out by each Officer; what the Board of Trustees and members should expect from the incumbents of each office.

Note: That there are some duties that are specifically required for each Officer. However, there are also some functions that may be optional or delegated based on individual capabilities. Keeping in mind the section on Functions and Objectives of the Detachment, some leadership requirements are determined by the Detachment in consideration of plans and capabilities.

A general comment can be made regarding all Detachment offices. First, an interest and willingness to serve is a major factor for consideration of any office. Second, every office is important and will require time, effort, and commitment to minimally meet the needs of the Detachment. Members should consider the time and commitment requirement when deciding whether to accept an Officers' position - factors of work, family life, and other outside pressures have to be accounted for before a commitment can really be made.

Qualified Officer Candidates will not generally possess all the characteristics, traits and skills that are useful to a particular office. The listing that follows describes attributes that may be desirable. Each candidate, and each Detachment should decide those talents that are of importance to the genre of the Detachment, and which characteristics can be acquired through training/education.

COMMANDANT

The Detachment Commandant is the most important office in the Marine Corps League. This leadership position accounts for the membership levels, programs, and the manner in which the League is viewed by Marines, members, prospective members, and the citizens of the community. With effective leadership in this office, the Detachment and the entire League will be successful based on the results of the Detachment. Success and achievement begets recognition, and a growing membership.

Characteristics and Traits

- Proven leadership and management skills.
- Effective communication skills with members , the community and other organizations.
- Ability to establish mutually agreed upon objectives, plan and direct, and articulate and promote strategies within sphere of influence.
- Ability to recognize and solve problems.
- Willingness to delegate tasks and responsibilities, while controlling and managing results.

- Clear understanding of financial and fiscal requirements.
- Effective speaking capability for ceremonies, meetings, presentations, and for fund raising.
- Experience and/or clear understanding of subordinate Officer duties and their responsibilities.
- Flexible thinking -- acceptance of dissent in discussion and plans.
- Ability to run concise, effective meetings.
- Commitment to training, education and support to improve Detachment skill levels.
- Selfless approach to meeting Detachment objectives.
- Commitment to the purposes of the League, and objectives of the Detachment.
- Ability to lead and work as a team.

Narrative of Job Accountability and Responsibilities

Leadership - The first and foremost job of the Commandant is to LEAD. In doing so, he/she sets an example for other Officers, and the Detachment members. Leading also requires that tasks and accountabilities (along with authority) be delegated to subordinate Officers and members; however, the ultimate responsibility for accountabilities still rests with the Commandant. In leading, it is important to continually assess results, and assist/support subordinates in removing obstacles to completing their delegated tasks.

Preside At Meetings - The Commandant should be reasonably well versed in Robert's Rules of Order and the Ritual of the Marine Corps League for conducting a meeting. Meetings should be concise and orderly, and allow relevant information to be presented that represents different points of view. The Commandant must control the meeting with the assistance of the Sergeant-at-Arms. The manner in which the meetings are run will have a significant impact on attendance, participation, and promoting Detachment objectives.

The Commandant is also called on to chair Officer Meetings in addition to general membership meetings. The meeting results are directly proportionate to the focus of the topics, control, timeliness, and decisions relative to views presented. An agenda is helpful for meetings, which should be developed and/or approved by the Commandant. During the business portion of the meeting, it is important to focus on business, though a little humor can keep matters in perspective.

Chief Executive Officer Of The Detachment - As an Incorporated entity within the State, the Commandant is the CEO of the Board of Trustees and the Detachment. As such, he/she is responsible, as a Corporate Officer, for the activities, financial standings, and the image portrayed in the Community and the League

Positive Public Relations - The Commandant is the primary contact and promoter of Detachment events and Community/Marine Corps League activities. Public Relations include direct meetings, media contact, and appearances at appropriate civic and military events. The leader of an organization, by virtue of his/her position, will be the primary provider of information, the primary representative of the Detachment at functions, and the primary salesman for the League and the Detachment.

Formulation and Development of Programs - Just as a newly elected President has ideas and programs that he/she promotes to get elected, so too should the Commandant have ideas and programs that will improve Detachment operations, and enhance the capabilities/results of achieving goals. Also, just as a President needs to sell the ideas to Congress, and compromise where appropriate to achieve the best program for all constituents, so too, the Commandant must articulate, sell, and compromise where appropriate, promote programs and objectives with Detachment members and the Board of Trustees.

The most important element of achieving this task is developing a written plan/strategy for each program and idea, discussing the merits and weaknesses, and agreeing on a direction to pursue.

Appointment Of Committees To Carry Out Detachment Business - There are a few reasons to appoint a committee:

- To bring together varied skills and perspectives to study/solve a problem or evaluate an idea
- To plan, initiate, and accomplish a given task or program; and to involve members in a legitimate activity who might otherwise not volunteer.

When setting up a committee, it is important to determine if the purpose clearly needs a committee or can the situation be handled by making one individual accountable. Make sure a committee is not formed to delay action on solving a problem. Define the results expected of the committee, and establish a STARTING and ENDING date, at which time the committee will be dissolved.

Financial Responsibility - The financial well being of the Detachment is a significant target for the Commandant and his/ her staff. The first concern is for the financial integrity and credibility of the Detachment - the proper channeling and use of funds and funds are generated for a charitable purpose, they must be used for that purpose). The Commandant is ultimately responsible for the finances of the Detachment. The integrity, image, membership level and ability to support events are often directly proportionate to the size of the treasury and the way in which it is managed. The Commandant needs to understand sources of revenues, expense control, cash flow, profit and loss and how to do an audit of the Detachment financial records. The Commandant should be one of two signers on the Detachment checking account (the other being the Paymaster).

Bylaws and Policies of the Marine Corps League - The Commandant should become acquainted with the National Bylaws of the Marine Corps League, the Department and the Detachment. This will give him/her a complete working knowledge of the requirements of the office they hold. Bylaws and Policies of the League, Department and Detachment are the guiding principles under which the organization operates. The Commandant is ultimately held accountable for adherence to the Bylaws and policies and therefore must assure that the Detachment and its members are in compliance.

Awards - The Detachment Commandant has the authority and the opportunity to recognize members, non-member citizens of the Community and Companies for service and achievements in support of the Detachment/League objectives. The Distinguished Service Medal; the Distinguished Service Certificate; the Distinguished Citizenship Medal; the Certificate of Appreciation, and other awards are ways to acknowledge support, performance, citizenship and patriotism. The Commandant may want the input of the Detachment Staff or of an awards committee or may act on their own to show appreciation for support and achievement.

Summary - The Detachment Commandants' position is critical to the success of the Detachment and the Marine Corps League. The ability to LEAD will be decisive to the success of the Detachment. The ability to DELEGATE and MONITOR results will be crucial to time management - getting things accomplished through others and achieving desired results. To effectively promote the Detachment and the League will develop a POSITIVE IMAGE and ATTRACT new members.

SENIOR VICE COMMANDANT

The Senior Vice Commandant (SVC) is second in command of the Detachment. This Officer should be a logical successor to the Commandant, and is therefore required to be fully familiar with the Commandant functions through his/her term of office. Many of the duties described below are the same or similar to those of the Commandant. The SVC should be familiar with the duties of the Commandant, and be prepared to be the senior chairperson for projects/committees deemed important by the Commandant. As second in command, the SVC's role is critical to the Detachment in terms of Officer support, and in accepting major responsibilities for meeting Detachment objectives.

Assistance and Support to the Commandant -In many respects, depending on the size and number of activities of the Detachment, the relationship between the Commandant and SVC is a team effort. It is helpful when the two Officers' positions have complementary skills that can be shared in achieving the Detachments goals and in administering the affairs of the unit. One objective of the SVC position is one of preparation for the office of Commandant. In achieving that objective, it is important for the SVC to be integrally involved in all the affairs of the Detachment, and to take on specific tasks as assigned by the Commandant.

Presides In Absence Of The Commandant - Being second in command, the SVC will be called upon to perform on behalf of the Commandant when the Commandant is unable to preside at meetings, or attend events. For this reason, it is important that the SVC be current on issues, procedures, objectives and requirements normally handled by the Commandant. The SVC should be able to step into the Commandant's role with minimum difficulty or disruption. Some of the roles the SVC may be called upon to perform include, presiding at Detachment general meetings and Officer Meetings. The SVC should be familiar with the requirements of the Commandant in these areas, and be able to effectively use Robert's Rules of Order, other parliamentary procedure, and the Marine Corps League Ritual. In addition, the SVC may be called upon to deliver presentations or meet with other contacts that are handled by the Commandant. The SVC must be prepared to meet contingencies that arise in the absence of the Commandant.

Other - Additional duties of the SVC may include:

- Training of Detachment Officers and project committee chairpersons
- Assistance and support to Detachment Officers in meeting their specific objectives
- Assimilating Detachment reports on operations, finances, and project results for presentation to other Officers and members
- Preparation to succeed the Commandant at the expiration of his/her term of office, if he/she wishes

Summary - The SVC's position is important to the Detachment for three general reasons: to assist and support the Commandant, to prepare for succession to the Commandant's office, and to back up the Commandant when absent. The SVC should be a major contributing force to the success of the Detachment. He/she should provide knowledge and influence in assuring the achievement of Detachment goals and operations.

JUNIOR VICE COMMANDANT

The Junior Vice Commandant (JVC) holds a crucial position within the Detachment. He/she is responsible primarily for the recruiting and retention of members. The job goes beyond the Detachment level in that JVC has the opportunity to find the appropriate Detachment for Marines outside of his/her Detachment area, and/or identifying areas where new Detachments should be developed. The JVC should be familiar with the operations and projects of the Detachment, be able to influence programs, and be a spokesman to the Board of Trustees on what members and prospective members are looking for from the organization. Of all the specific Officer assignments, recruiting and retaining membership ranks at the top of the list for this Officer.

Chairperson of Membership (Recruiting and Retention) Program – The JVC can also suggest areas in which new members can participate, and see that they are assigned to a project or committee of interest and are introduced to the proper chairperson.

Works On, or Presides On Committees as Designated by the Commandant - Normally, the JVC should be assigned to projects and committees that have an affect on membership participation and programs. Such projects/committees may include membership, events, awards, meeting programs, as deemed appropriate by the Commandant

Initiate Programs and Support Activities of the Detachment - The JVC should be influential in bringing about programs and activities that meet the needs of members. The Commandant may utilize the JVC to prepare monthly general meeting programs (other than the business meeting) that involve members, and bring interesting speakers/topics to the membership. By contacting military and civilian speaker

bureaus, there are a wide range of topics of interest that can be brought to a meeting to increase participation and attract new members.

An important aspect of bringing new members and prospects to a meeting is making them feel welcome. The JVC should take charge of introducing new Marines, and involving them in the meeting.

The JVC and the Adjutant should assure that there is a current membership list with phone numbers and addresses available periodically (at least quarterly). And the JVC should also maintain a list of potential members, Marine units, and other contacts, to make sure that they are welcome at meetings, events, and activities of the Detachment. The JVC may promote special events aimed at enhancing membership, like picnics, social events, and Marine Corps celebrations.

Presides in Absence of SVC and the Commandant -The JVC may be asked to assume the responsibilities of the SVC in the latter's absence. The JVC will need to be familiar with the programs, activities, and projects/committees of the Detachment, and more specifically those under the leadership of the SVC. In rare instances when the SVC and the Commandant are both absent, the JVC will assume the position of the Commandant.

SUMMARY:

- Develop and maintain records on membership and participation
- Report on membership status and issues to the Board of Trustees and the general membership
- Develop budget projections and goals for membership, and programs reaching those goals
- Communicate on ideas and suggestions relating to membership

JUDGE ADVOCATE

The position of Judge Advocate is an elected position at the National, Department and Detachment level. There is no requirement that the Judge Advocate has to be an attorney, and in fact, most are not. The only requirement for this position is that the candidate must be a “regular member in good standing”.

To be effective as a Detachment Judge Advocate, this Officer should possess a working knowledge of the National and Department Bylaws and a solid knowledge of his/her Detachment Bylaws. (Note: in the case of a new Detachment, where no Bylaws exist, the Detachment would follow Department and National Bylaws until such time as Detachment Bylaws are written and approved). It is the duty of the Judge Advocate to interpret the controlling Bylaws and Administrative Procedures of National, Department or Detachment regulations. He/she will advise, construe, counsel and render opinions on questions of the Marine Corps League Bylaws and Administrative Procedures to the Detachment Commandant, and Detachment Board of Trustees, and Detachment

Committees, when so required, in the matter outlined hereafter: At Detachment meetings, upon the request of a member through the Chair, the Detachment Judge Advocate will render an opinion on Marine Corps League Bylaws and Procedures to the Chair, where upon the Chair will rule on the opinion and the question, which ruling shall be final unless appealed by a member, where upon the Judge Advocate will put the question, "Shall the ruling of the Chair be sustained?" A standing vote of regular members will be called, and two thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.

It is an important to remember that NO Detachment Officer, including the Judge Advocate is authorized to conduct a formal investigation or inquiry, convene a disciplinary hearing or hand out punishment. That authority lies solely with the Department and National Judge Advocate. (See National Administrative Procedures, Chapter Nine, Section 901.)

In any instance where there appears to be a conflict between Detachment or Department Bylaws and the National Bylaws and Administrative Procedures, the National Bylaws and Administrative Procedures shall take precedence. The single most important duty of the Judge Advocate at the Detachment level is to be familiar with the Bylaws of the Detachment, have a working knowledge of the Bylaws of the Department, and have available a copy of the National Bylaws at every Detachment meeting.

The opinions offered by the Detachment (and the Department) Judge Advocate are but opinions. While they are offered by an Officer who is presumed to know the correct answers, those opinions are subject to ratification by the respective Commandant and, on occasion, the convention body or Board of Trustees. The Department Judge Advocate has the additional duty of reviewing and approving all Detachment Bylaws (National Bylaws, ARTICLE FIVE, Section 505).

It is recommended that all opinions be in writing and maintained in a separate Judge Advocate record that succeeding Judge Advocates may have the benefit of previous rulings. However, there seems to be no requirement that any opinion accepted by one administration is binding on another.

Advice on Bylaws and Policies of the Marine Corps League –The governing laws for all organizations within the Marine Corps League are the National Bylaws, Policies and Administrative Procedures. The Judge Advocate should be thoroughly familiar with these documents, and those of the Department, to advise the Detachment on any questionable issues and/or problems. Assistance may be obtained from the Department and/or National Judge Advocate, when necessary.

Generally, questions in this area arise when developing and/or modifying your Detachment Bylaws, policies, and administrative procedures. In addition, there can be questions regarding attendance at the Department and National meetings, processes for submitting changes to the Bylaws and policies, awards, and discussion topics for agenda items.

Assure That Detachment Abides By the Bylaws of the Detachment, Department And National –The Judge Advocate is the "watchdog" and "policeman" for assuring

that the strict adherence to all three levels of the Bylaws and policies are followed. The purpose is to assure conformity to the letter and the spirit of accepted laws and policies of the Marine Corps League in general, and to ensure that conditions of Charter and Incorporation are maintained. The JA should review motions and votes, eligibility of voters, and activities on a regular basis to assure compliance. Any discrepancies need to be addressed immediately with the Board of Trustees, and/or the membership.

Documentation of issues and instances should be made for the record, for review in the future in any similar instances.

Renders Opinions and Rulings During Meeting on Procedures - The Judge Advocate should be well versed in issues of parliamentary procedure, ritual, and business order during meetings. Questions of procedure may be referred to the JA by the Commandant or the Presiding Officer. Normally these questions are relevant to motions, amendments, order of business, and other meeting procedures. Questioning of a procedure from the floor may be channeled through the Presiding Officer to the JA. The JA should also advise the Commandant or Presiding Officer on the meeting ritual, and procedures that are decided on by the Detachment.

Summary - As with any effective organization, the Marine Corps league has established Bylaws, Policies, and Procedures at the National level to safeguard its Charter, and to provide a framework for coexistence among many and varied subordinate organizations (Departments and Detachments). Detachments are expected to incorporate and establish their own written Bylaws, policies, and procedures within that framework.

The Judge Advocate is the keeper, protector, and counselor of those laws, policies, and procedures within the Detachment. He/she must be diligent in assuring conformance to these credentials that allow the League and the Detachment to exist in an orderly manner. As with laws in our daily lives, we may not agree with them all, but they exist for the purpose of providing a common structure within which we can operate, and mutually respect the rights of others. The Judge Advocate has the right and obligation to suggest meaningful change to the statutes from higher levels, and a procedure for being heard.

The Judge Advocate enforces through the Board of Trustees and advises members and Officers of the Detachment, with the objective of maintaining order within the Marine Corps League organization.

JUNIOR PAST COMMANDANT

The Junior Past Commandant (JPC) is the immediate Past Commandant of the Detachment. Generally, this office, depending on Detachment Bylaws, should hold a position on the Officer Board or Board of Trustees.

The role of the Junior Past Commandant is to provide guidance and council to the Detachment Commandant and other Officers. He/she should assist in providing continuity from one administration of Officers to the next. His/her experience, background, and

knowledge should be utilized for purposes of educating and assisting Officers. The JPC can be invaluable in assignments that assist the Commandant, and in introducing the Commandant and Officers to outside contacts that are necessary to Detachment programs.

The JPC can help provide rationale for past decisions and directions, experiences learned, and direction for incomplete objectives and/or unfinished plans. The JPC should be considered a resource to be used by the Board of Trustees and Staff Officers in accomplishing their assignments.

ADJUTANT

The Detachment Adjutant is the corporate/recording secretary for Detachment meetings and affairs. In addition, the Adjutant provides support to Detachment Officers and project leaders through correspondence, documentation, written communication, media releases, and other staff assistance. The Adjutant, by direction of the Presiding Officer, may prepare agendas for meetings, record member participation and attendance, and prepare and monitor the calendar of events for the Detachment. The Adjutant is also responsible for official notifications to the members.

Characteristics and Traits

- Ability to accurately record resolutions and carried motions of the Detachment.
- Ability to accurately records minutes of meetings to details, and capability to recall information.
- Ability to print/write legibly, type and/or utilize a computer for the Detachment permanent records.
- Capability for assembling information, and providing Officers and members' data regarding Detachment actions, programs and listings.
- While not mandatory, a computer and computer skills (particularly word processing) are extremely helpful for this job.

Keeping Accurate Minutes of Meetings - The purpose of recording minutes of Detachment meetings is to have a written commentary on meeting events, reasons for decisions and actual actions taken. Accurate records should be recorded for review and/or audit. For some decisions, the record is required for legal reasons – both State Corporate requirements and League Audit purposes. The presence of minutes and records is indicative of organization and provides information for future use within the Detachment. It is not important to write every detail but the salient points of discussions and actions taken are necessary.

Prepare and Transcribe Minutes for Permanent Record of the Detachment - Minutes should be transcribed into a book or binder that passes to each succeeding Adjutant for the Detachment permanent records. This should be done immediately after a meeting has taken place when the information or other factors appropriate for

recording will still be fresh in the Adjutant's memory. Periodically, the Adjutant may want to include an index of topics for easy reference in the future. The records should be maintained in chronological or reverse order and include meeting date, location, type of meeting, Officers present and members present, if appropriate.

Assure That Resolutions Are Maintained as Corporate Records - The minutes of meetings, particularly resolutions (decisions made that affect how business is to be conducted, amendments/changes to Bylaws and other decision regarding finances and programs) must be maintained as a permanent record of the Detachment's activities and actions within its Corporate Charter. Because the Detachment is chartered as a non-profit organization, its activities must conform to the letter and spirit of that Corporate Charter and are subject to audit by the State within which the Detachment is chartered.

Correspondence, Bulletins and Communications - The Adjutant also serves as secretary in support of official correspondence, bulletins and other written communications of the Detachment. By direction, the Adjutant should assist in providing any type of correspondence on behalf of the Officers of the Detachment. This assistance may include specific letters, form letters, agendas, listings of members and prospects, Detachment contact lists, bulletins of special meetings, and any other correspondence deemed necessary. In addition, it is the responsibility of the Adjutant to prepare, complete and forward the Report of Officer Installation (ROI) upon the election and Installation of Officers. Also, to complete and send an amended ROI if there is any change in Officers between elections. The Adjutant (in conjunction with the Board of Trustees) will prepare and mail the annual Department and/or National Convention materials as prescribed. The Adjutant may also be required to assist the Paymaster in the completion and mailing of the Membership Transmittal forms monthly.

Maintains Detachment Records - In addition to preparing Detachment minutes, records and other communications, the Adjutant is responsible for (in the absence of a Historian) maintaining, organizing and filing correspondence and letters/certificates of merit that will preserve a chronological documentary of Detachment actions and events.

Report At Meeting - An abbreviated report of the prior meeting should be prepared and printed for distribution at the next meeting of the Detachment. The report should be concise and emphasize business issues that include resolutions, decisions, actions and discussion. The report may be modified from the floor if warranted before being approved. If a separate Officers meeting has been held, it is advisable to read a report of that meeting at the general membership meeting if decisions have been made by the Officers.

Summary - The Adjutant plays an important role in Detachment operations by providing records of decisions and programs and by assisting the Officers in communication activities. In addition to the fact that minutes and records are legal documents, both for the Marine Corps League and the State, the information can be extremely useful in determining why courses of action were chosen and what programs (and their results) have been tried before.

PAYMASTER

Authority - The Paymaster is a required position. Eligibility requirements vary depending on the manner of determining the person that serves. Should the Detachment desire, as shown in its Bylaws, that this position be filled by election, the person must be a Regular Member. An appointed Paymaster may be either a Regular or an Associate Member (National Bylaws, ARTICLE SIX, Section 600(b) and Departments, ARTICLE FOUR, Sections 405 and 407; Detachments, ARTICLE FIVE, Sections 510 and 512).

The decision between election and appointment is up to the Detachment but has a direct impact on the decision making body. Elected Paymasters are members of the Board of Trustees (a.k.a. Corporate Board of Directors) while appointed Paymasters are not. (National Bylaws for Departments, ARTICLE FOUR, Section 415; Detachments, ARTICLE FIVE, Section 525. In either case, the Paymaster (as are all Officers designated to handle funds for the Detachment) is under a blanket bond obtained by National Headquarters (National Bylaws Section 815 m).

The duties of the Paymasters are not specified in the National Bylaws for the Departments and Detachments. As a general guide, the National commands that the National Paymaster follow certain procedures (National Bylaws, ARTICLE THREE, Sections 310(b) through (15)). Among these are the common definitions of the responsibilities of a Paymaster, as the Detachment or Corporation's Chief Financial Officer. The Paymaster serves as treasurer (Subsection 5), records the business (6) and receives and deposits all monies in federally insured accounts maintained in the name of the corporate unit only (7), assists in an annual audit (9-10) and surrenders all records and other property to the duly elected or appointed successor (13).

Internal Revenue Filing Requirements – The Marine Corps League is chartered by an Act of Congress as a non-profit organization. The League is recognized by the IRS as an Internal Revenue Code (IRC) 501(c)(4) entity. The League's IRS Group Exemption Number is 0955. All Detachments, Departments and other subsidiary organizations chartered by the League derive their exemption status with the IRS under our Group Exemption Number.

Beginning in Fiscal Year 2008 the IRS is requesting that all detachments, regardless of the amount of income, file with the IRS. The amount of income will determine which form is filed. Less than \$25,000 gross income will require a Form 990-N electronic postcard, income between \$25,000–\$99,000 requires a form 990-EZ and \$100,000 or more gross income requires the long form 990. Detachments that fail to file for three successive rules will have their tax exempt status revoked.

Some states require a state filing when a filing is made to the Federal Government. Check with your state for its position.

Where a Detachment undertakes to acquire a building, a bar or other type of endeavor, the rules on IRS reporting will change. In such cases it is recommended that a separate corporation be formed with a different list of officers.

Procedures

Dues Transmittals - The paymaster receives all monies that come into the possession of the Detachment and must make a record of the receipts. The first of these is the member's dues. These funds are forwarded to National Headquarters on Dues Transmittal forms supplied by the National Adjutant/Paymaster. Instructions are listed on the form. Items that are not spelled out on the form are:

Transmittal Number - The National Adjutant/Paymaster uses the Transmittal number for filing, record, and information purposes. That number is in sequence beginning each July 1 and is inserted by the Detachment Paymaster. Example: The first transmittal in July is numbered "1" and the next, regardless of its date, will be number "2." It is optional with the Paymaster on the regularity of sending transmittals except that no member's dues should be held more than thirty (30) days. Example: A paymaster may send in several transmittals in a month, but may not hold a transmittal more than a month just because it contains only one or two entries.

Member Number - This number is assigned by National HQ for all new League members and is the individual identifying number assigned for every member. It is to be used on all future transmittals, correspondence, transfer forms, scholarship applications etc.

Date of Birth - (DOB) This information is required for application for Life Membership (PLM) and determines the Life Member dues amount. (National Bylaws Section 645) Recording the DOB is optional for annual renewals but mandatory for submitting a Life Membership.

Life Member - A member **in good standing** may become a Life Member. No portion of the Life Membership dues monies are retained by the Detachment or the Department at the time of submission to National Headquarters. The entire amount is contained in the check payable to National Headquarters accompanying the Dues Transmittal. A Life Member number (PLM#) is assigned for every new Life Member which is separate from the Membership Number. If a new member wishes to join the League as a Life Member they must **first** pay the first year dues to become a member in good standing and eligible for Life Membership. (Section 645 of the National Bylaws) A Life Member never pays additional dues to the League. Life Membership dues are invested by the National Comptroller. At the end of each fiscal year of the League (June 30), the National Comptroller determines the dividend due to each Detachment based on returns on the Life Membership Fund investments. The National Adjutant/Paymaster provides each Detachment with a list of Life Members annually. It is required that this list be audited and certified by the Commandant and Paymaster that the persons listed are still members of the Detachment, and the list be returned to National Headquarters. Based on this returned list, a distribution check is mailed to each Detachment. If the list is not returned, the Detachment will not receive their dividend distribution check. Departments are mailed distribution checks without this formality.

Transfer Forms - A member may transfer to another Detachment subject to the will of the receiving Detachment (National Bylaws, ARTICLE FIVE, Section 540(a).

Generally, a Transfer Form will be obtained from the members' new Detachment. The member will fill out the top portion of the form and send it to the Detachment he is transferring **from** who will certify the membership status and if there are any outstanding debts owed to the Detachment.

Dual Members - (RDM and NDM) Dual members hold full membership in two or more detachments. The original filing results in one member number (MEMBER #) for each League member. The option of joining another Detachment requires adherence to the fee schedule contained on the form. That is, regardless of the status of the member in any other Detachment(s), a dual member pays the initiation fees and renewals are to pay the renewal fees. If you have paid Life Membership in both Detachments, there are no other dues to be paid.

Forwarding the Transmittal - The Paymaster deposits and records the several dues checks or cash and prepares a check for the correct amount for the National Adjutant/Paymaster and a separate check for the Department Paymaster. The Department sets its own dues amount. Both checks and the transmittal are to be mailed to the Department Paymaster.

Working With The Adjutant - Detachment Paymasters should work closely with the Detachment Adjutant in keeping the Detachment membership roster. While the Adjutant is charged with the responsibility of keeping the membership roster, the Paymaster will have information on dues payments and whose dues are current or delinquent. Cooperation between these two Officers will allow for the determination of eligibility for holding office, voting rights, delegate status at conventions, delinquent notices, etc. At the end of each Quarter, the National Adjutant/Paymaster provides every Detachment with an audit of its membership as shown on the rolls at National Headquarters. The information contained on these audits is used to determine voting strength at Department and National conventions, membership retention, and verification of dues status and address changes. Again, this information should be the subject of scrutiny and coordination between the Paymaster and the Adjutant. Errors are to be brought to the attention of the National Headquarters by submitting the correction on a Dues Transmittal by the Paymaster.

Records - How the Paymaster maintains the financial records of the Detachment is a matter of choice. Whether they are recorded on formal debit and credit accounting forms, on the check log, or in a computer program is strictly up to that Officer. However these records are kept, they must be clear enough to allow for an in depth audit by Detachment Officers, a cursory review by the Commandant, and, heaven forbid, a field audit by the Internal Revenue Service. Care should be taken to list authorization for each expenditure. Checks to cover members' dues to National Headquarters and to the Department are documented by the transmittal forms. Other checks should have a receipt in the "paid bills" file to indicate the method of authorization. Whenever the expenditure is for an item by motion, an indication of this with a notation of the date of the motion should suffice. Researchers need only review the subject minutes to find the authority.

Audit of Paymaster Records - At least once a year, the Commandant should, with the approval of the Board of Trustees, appoint an Audit Committee to audit the books

of the Paymaster. The Committee should consist of at least three regular members of the Detachment. Their task would be to make sure all of the Detachment funds are accounted for and that the proper procedures were followed for the disbursement of any funds.

SERGEANT AT ARMS

The Sergeant at Arms (SA) is responsible for the setting up and maintaining Order at Business meetings. He/she also participates in the presentation and honoring of Colors at meetings and ceremonies.

At meetings, the SA should make sure that the physical facilities for the meeting are set up properly. Prior to the meeting, the SA should meet the guests or visitors, introduce them to other members of the Detachment and provide applications to potential members. He/she needs to determine that those present for meetings are authorized according to the Bylaws, Ritual, or decision of the Presiding Officer. During the meetings, the SA is to assure order during the meeting, taking action when required to restore order, and to follow any directions given by the Presiding Officer.

Set up the Meeting Room - The SA should be one of the first Officers to arrive at the scheduled meeting facility. His/her responsibility is to physically set up the room in compliance with the Ritual, or as prescribed by the Presiding Officer, or Board of Trustees.

In addition, he/she should assure that physical elements of the meeting are available which includes Charter, lectern, flags, Holy Bible, microphone and speakers, and/or audio video equipment as required. Any other special items required for the meeting, or for the guest speakers, or for any other form of program, should be attended to by the SA.

Greet Guests And Members - The Sergeant at Arms should be available to greet and introduce members, guests, and program participants. He/she should direct new members and guests to other Officers and members. Prospective members should be given information about the Detachment and the Marine Corps League, and be directed to the JVC or a member of the membership committee (if one exists). The SA should make members and guests “feel at home.”

Assure That Persons Present Are Authorized To Attend the MCL Business Meeting - At a closed session for a business meeting, only members in good standing are allowed to attend. The Sergeant at Arms must determine the qualifications for members to attend this meeting, and excuse those who are not qualified. In some instances, an “OPEN” meeting may be declared by the Presiding Officer, in which guests are allowed to attend the business meeting. If any limitations are made on the guests, the SA should be advised of those limitations to assure that those present in the meeting are authorized.

Presenting the Colors - The Sergeant at Arms is responsible for assuring that colors are posted, or that a Color Guard is available to present the colors during the opening ceremony of the meeting. During the opening ceremony, the Presiding

Officer will call upon the SA to lead the assembly in the “Pledge of Allegiance” to the United States of America. At the close of the meeting, the SA will be called upon to have the body render a salute to posted colors or have the colors retired with a proper salute.

Maintain Order at Meetings - The Sergeant at Arms is required to maintain order at meetings in conjunction with the Presiding Officer. The SA will assure that there is no extraneous talking or activity which is disruptive to the meeting, or subjects being discussed. By initiative or direction, the SA may be required to caution and/or remove any disruptive person (s) or other factors during the course of a meeting. The SA needs to be assertive, yet courteous, in maintaining order. In most instances, a simple and quiet reminder to those who may be disruptive is sufficient.

Clean Up Of The Meeting Area - It is the Sergeant at Arms responsibility to make sure that any necessary cleanup and policing following a meeting is done properly. If such cleanup is required, the SA may designate other members to the task, and take responsibility for leaving the facilities in the proper manner.

Respond To Instructions of the Commandant –The Sergeant at Arms reports directly to the Commandant in the organizational structure. He/she needs to be attentive to direction from the Commandant, or a Presiding Officer, to carry out plans (both immediate and long-term). This direction may be in the form of instructions received during the course of a meeting, in which immediate action may need to be taken.

Abide By the Ritual of Office - The Sergeant at Arms has a participation role in meetings, as prescribed by the Ritual and other defined job descriptions. The SA should be familiar with all elements of the opening and closing ceremonies that require his/her participation and/or leadership.

Summary - The Sergeant at Arms plays a key role in the orderly conduct of meetings, beginning with the physical set up, assuring that items required for the meeting are on hand, and assisting with maintaining order during the meeting. The SA also can help set up the “tone” of the meeting by making sure guests and new members are properly introduced and made to feel comfortable before, during, and after the meeting. The SA also assists with the membership by providing applications to prospects (and selling them on the Detachment and the League), and providing sign-in sheets (to include name, address, phone number, etc. so that guests and prospects can be contacted in the future.

CHAPLAIN

The Chaplain plays an important role in the Detachment by tending to the needs of the members and members families, particularly during periods of distress, illness, and/or death. It is every member’s responsibility to keep the Chaplain informed of situations and issues of need within the Detachment. In addition, the Chaplain is called upon to offer invocations and prayer for meetings, initiations, installations, and for ceremonies. The Chaplain may be called upon to participate in funeral services, and make visitation to members/families that are sick, or who have lost a loved one. In addition, the Chaplain

may be required to assist in funeral arrangements (to include contacts for the Marine Corps Honor Guard) and/or publicize needs of the sick (to include blood donations, etc.)

The Chaplain's job, as a primary representative of the Detachment, is to provide comfort and special service to members and families in time of need. This support should go beyond members and family, it should include the entire Marine Corps community (current or former) within the Detachments' geographic area. This may necessitate reviewing obituaries, or having hospitals make contact when a Marine is admitted. He/she should be supported by other Officers and Detachment members during these times of distress; it's part of the old adage "Marine's take care of their own."

Performs Duties Of A Spiritual Nature - The term "Chaplain" implies the providing of support to individuals and groups for spiritual or religious guidance and in every aspect of League objectives, purposes, initiations, ritual, and references to God. It is not expected that a Detachment Chaplain be schooled in theology, but it is expected that the Chaplain will provide support to those in need, and provide prayer for meetings and ceremonies, (either as provided for in the MCL ritual or as developed to meet the situational needs). The "Bottom Line" to providing service as a Chaplain is the "Golden Rule" – "Do unto others as you would have them do unto you." Simply stated, it's how you would want to be treated if you were in a distressed situation. The Chaplain needs to respond to needs and wishes, offer comfort, and provide advice and counsel where needed. He/she needs to make sure that other members of the Detachment are aware of situations in which support is needed.

Visit Sick Members Or Families/Correspond Appropriately - The Chaplain should make every effort to visit members, or members' families, who are incapacitated. He/she should make the Detachment Officers and members aware of the situation, and solicit participation. A card of well-wishes should be sent to the individual on behalf of the Detachment. The primary purpose of visitation and correspondence is to let the individual know that they are being thought of, that they are missed, that they are important, and that they are a part of the Marine Corps family. Advice, counsel, warm wishes, words of comfort, and appropriate kidding are all part of support.

Abide By the Ritual of Office - The Marine Corps League RITUAL is comprehensive in addressing the situations in which the Chaplain may be asked to participate. Again, he/she may be innovative in developing prayers or statements that suit the purpose of any given situation. For situations not covered, the Chaplain should improvise and treat each situation with respect for the office. The RITUAL of the Marine Corps League provides for services honoring members, and they should be offered. If accepted, the Chaplain should take charge of coordinating such services with the family, funeral director, and Detachment members. The Chaplain may need to assist with finding a DD 214 for a casket flag, and for a Marine Corps Honor Guard. The same assistance and support should be offered to Marines or Marine families who are not members of the League. Our purpose is to support Marines, and membership is not a requirement for assistance in time of need. The Chaplain fulfills a role of assisting and supporting a family in any way possible, and should be able to call on Detachment members for assistance when necessary.

Provide Notification To Department and National On Deceased Members - The

“Death Notice” form should be completed by the Chaplain and forwarded to the Department Chaplain, and National Chaplain, for deceased members of the Detachment. This form should be completed and transmitted immediately upon notification of a member who is deceased. In addition to other administrative reasons, deceased members are honored with a memorial service at Department, Division, and National meetings and their names are listed in the Marine Corps League magazine.

Provide Invocations and Services as Required - As a part of the opening and closing ceremonies at business meetings, the RITUAL provides for the opening and closing of the Bible, and for an invocation and benediction. The Chaplain may use the words of the RITUAL, or offer other appropriate prayers at the meeting. The Chaplain may also be called on to render a prayer at ceremonies, joint Veterans observances, and/or special events (such as the Marine Corps Birthday Ball). As indicated above, the Chaplain may also need to prepare and coordinate services for a deceased Marine.

Perform Duties as Requested by the Commandant - While most of the duties of the Chaplain have been described above, the Commandant may request the Chaplain to attend, participate, and/or coordinate an event not listed. This might include community ceremonies, dedications, or other special events.

Summary - A major focus of the Chaplain should be on contingency planning for events that may arise. It is better to be prepared for an eventuality than have to scramble at the last-minute when the event is about to occur. The Chaplain plays a key role in meetings, ceremonies, and other events, reminding each of us about our reliance on Divine Providence. And the Chaplain is the “Point Man” for providing assistance and support, aid and comfort, to Marines and Marine families in need. He/she requires the support of every member in effectively carrying out their responsibilities, especially in times of distress.

OTHER STAFF and PROJECT OFFICERS

The preceding Officer delineations cover the basic Officer corps of a Detachment. These are the Officers minimally required to serve the Detachment and meet the requirements of National/Department/Detachment Bylaws, and the minimum obligations for meetings and programs.

The Officer descriptions that follow in this section are functions that are necessary to the Detachment, or will become important as a Detachment grows in membership and activities. These functions may be included in the Officer assignments described above while the Detachment is in the formative stages, but should be considered for separate Officer positions for two reasons as Detachment size and activities expand:

- The complexities and time requirements of each job will dictate the need for an individual and separate assignment.
- Such assignments provide the opportunity to involve more members in the leadership of activities, while providing a training and development of members for elected and staff positions.