

# Brazos Valley Detachment #1391

## Administrative Procedures

### ENCLOSURE (BB) – DETACHMENT OFFICER DUTIES AND RESPONSIBILITIES

**PURPOSE & BACKGROUND:** Detail duties and responsibilities of Detachment officers – elected or appointed.

**RESPONSIBLE PARTIES:** Commandant; Detachment membership

**EXECUTION:**

- **COMMANDANT (ELECTED):** Directs MCL activities within the community, presides at all Detachment meetings, serves as advisor to all committees of the Detachment, and is in direct charge of all functions of the Detachment. After being sworn into office by the Department Commandant (or any authorized Officer) may administer the OATH of MEMBERSHIP to new members.
- **SENIOR VICE COMMANDANT (ELECTED):** Shall give every assistance to the Detachment Commandant, and during the absence or illness of the Commandant, perform the duties of that office; shall assist all committees, and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the League and the Detachment.
- **JUNIOR VICE COMMANDANT (ELECTED):** Shall create and promulgate such membership incentives and programs as will engender enthusiastic response that will result in continuous membership growth. In the absence or illness of the Detachment Commandant and the Senior Vice Commandant, shall perform the duties of the Detachment Commandant. Submits Detachment monthly activity report to District Vice Commandant.
- **JUDGE ADVOCATE (ELECTED):** Shall interpret the Detachment, Department and National Bylaws (the later two in the event there are no Detachment Bylaws; shall advise, construe, counsel and render opinions on questions of law and procedure to the Detachment Commandant during meetings. Make decisions on the local level in disputes or if unable to do so, refer the problem to the next higher echelon of the League, i.e. Department or National. NOTE: There is no investigative or punitive authority at the Detachment level.
- **PAYMASTER (ELECTED):** Shall keep a true record of all monies received and expended by the Detachment, and in close cooperation with the Adjutant, prepares an up to date record of dues by the membership and forwards notices to members when their dues have lapsed, reviews national Detachment roster for accuracy, submits IRS form 990 and Paid-up-for-Life Member (PLM) reports, and also such other duties as may be assigned by the Detachment Commandant.
- **JUNIOR PAST COMMANDANT:** Normally the immediate past Commandant of the Detachment. Holds a position on the Board of Trustees. Provides guidance and counsel to the Detachment Commandant and other officers. Assists in providing continuity from one administration of officers to the next and knowledge should be utilized for purposes of educating and assisting officers with rationale for past decisions as well as lessons learned.
- **ADJUTANT (APPOINTED):** Shall keep a true record of all meetings, typewritten or neatly hand written in ink in a ledger or log book; keep a record of all members and forward notices of meetings, events, etc., of the Detachment to the membership, and work closely with the Paymaster to maintain an up to date membership file of the Detachment active (paid up) and inactive (delinquent) members. The Adjutant shall also maintain Detachment recordkeeping - such as bylaws, administrative procedures, financial reports, agendas/minutes, activity reports, transmittals, reports of officer installation, transfers, notices of death, membership rosters, participation records (sign-in sheets), calendars of events, correspondence, media releases, and any other similar records - in a manner that can serve as the Detachment's perpetual historical record. The Adjutant will also perform such other duties as directed by the Detachment Commandant.

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- **CHAPLAIN (APPOINTED)**: Shall perform such duties at meetings as prescribed in the MCL Ritual Book; takes an active part in all Fallen Marine Ceremonies, memorials and funeral services in which the Detachment participates; visits the sick to inquire about their needs, and performs such other duties as directed by the Detachment Commandant; Complete Notice of Death and submit to Department as needed.
- **SERGEANT-AT-ARMS (APPOINTED)**: Shall preserve order at all meetings; sets up the meeting room, (checks on the Bible, Colors and the Charter); and performs such other duties as are required by the Detachment Commandant, such as maintaining Detachment property (national and detachment colors, lectern, audio/visual equipment, bible, gavel/block, charter, etc.). Also performs all duties as are prescribed in the MCL Ritual Book or as directed by the Detachment Commandant.
- **WEB SERGEANT (APPOINTED)**: Manage Detachment details published on Department webpage, such as officers and their contact information, Detachment mailing address, and meeting location/date/time; Publish and manage Detachment internet presence, such as the Detachment home page and Facebook page. May also support electronic recordkeeping.
- **MARINE FOR LIFE/MARINE CORPS LEAGUE LIAISON (APPOINTED)**: Coordinate and support any requests from the Southeast Texas MFL-MCL Liaison or the Marine For Life Network Representative responsible for all Marine For Life network activity in Southeast Texas; Keep current on Brazos Valley Detachment 1391 member capabilities and resources – so as to readily match those resources to a veteran in need, such as veteran benefits, employment, education, entrepreneurship, legal, financial, or any other support needs; Keep current on Brazos Valley regional resource capabilities and resources; Submit any support activity to Detachment Junior Vice Commandant for inclusion on the Detachment monthly activity report.
- **OTHER STAFF & PROJECT OFFICERS (APPOINTED)**: The preceding officer delineations cover the basic officer corps of a Detachment – who are the officers minimally required to serve the Detachment and meet the requirements of both National/Department and Detachment Bylaws, and the minimum obligations for meetings and programs. Other appointed positions that can be considered and appointed are:
  - HISTORIAN: Maintains Detachment chronology and documents/files, such as event photos, meeting minutes, activity reports, financial records, etc.
  - PUBLIC RELATIONS/INFORMATION OFFICER: Serves as a liaison between the Detachment and the public. Facilitates the flow of information using in-person interviews, the Internet, and cellular communications.
  - AMERICANISM OFFICER: Draft and submit a Detachment Americanism book for the Department Americanism Program in accordance with the Department Administrative Procedures.
  - EDUCATION OFFICER: Provide formal training or “hip pocket” classes that educate the membership, friends, and family on the sacred history, traditions, anniversaries, and principles and code of the Marine Corps as well as the Marine Corps League.
  - VETERAN AFFAIRS VOLUNTARY SERVICE (VAVS) OFFICER: After certification (or recertification), orientation to VAVS Program, and registration with the Voluntary Service Office:
    - Distribute all information regarding VA programs to the Detachment,
    - Facilitate VA claims and communication with VA health care facilities for veterans.
  - CHALLENGE COIN SERGEANT: Manage purchase, inventory, and sale of Detachment coins
- **More detailed information and training may be found at the [Department of Texas MCL page](#).**