

DUTIES OF DETACHMENT OFFICERS

ELECTED OFFICERS

DETACHMENT COMMANDANT: 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.

DETACHMENT SENIOR VICE COMMANDANT: 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 their Detachment.

DETACHMENT JUNIOR VICE COMMANDANT: 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.

DETACHMENT JUDGE ADVOCATE: 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.

DETACHMENT PAYMASTER: 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 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.

APPOINTED OFFICERS

DETACHMENT ADJUTANT: 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, meeting agendas, meeting 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 historical record. The Adjutant will also perform such other duties as directed by the Detachment Commandant.

DETACHMENT CHAPLAIN: Shall perform such duties at meetings as prescribed in the MCL Ritual Book; takes an active part in all 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.

DETACHMENT SERGEANT-AT-ARMS: 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 will fulfill all duties as are prescribed in the MCL Ritual Book.

OTHER STAFF & 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 both National/Department and Detachment Bylaws, and the minimum obligations for meetings and programs. Other appointed positions that can be considered are: WEB SERGEANT, HISTORIAN, NEWSLETTER EDITOR, COLOR GUARD COMMANDER, PUBLIC RELATIONS/INFORMATION OFFICER, AMERICANISM/EDUCATION OFFICER, VETERANS ADMINISTRATION VOLUNTEER SERVICES (VAVS) OFFICER.

These position duties are established and printed in the "GUIDEBOOK FOR DETACHMENT OFFICERS", available from National HQ ship stores, for a nominal fee.