



# Marine Corps League

## Program For Professional Development





# Welcome



The Training staff would like to thank all of you for your interest in improving the efficiency of the Marine Corps League. We understand that your time is valuable and we appreciate the effort you have put forth to attend this activity.

We will strive to make this as informative as possible and to make you feel that this was time well spent.



# Purpose of the Professional Development Program

- a. To expose new members to the scope of the League, to make them knowledgeable and productive members.
- b. For the old Salts to bring them up to date on changes in the League, and remind them of the details of the league to help them to be better prepared to advance to Leadership in the Departments and above.



## TEN PRINCIPLES OF LEADERSHIP

1. Have a vision and develop a strong sense of where you want to take the Detachment. Develop goals along the way so you can measure progress and share the achievements with the membership.
2. Build a consensus. You must invest time in articulating the vision for the Detachment. It must be a Detachment vision because if it's your vision and you leave office, the vision leaves with you. This is the important part of building consensus. You must continue talking about the vision from many different aspects until everyone understands it in their own way.



3. Be confident in your Leadership skills and have a strong belief in your chartered direction. There is no need to develop an opposition. If your vision is shared, it should motivate everyone so you don't have to make enemies in order to motivate the membership. Achieve the vision because it is the right thing to do.

4. Allow time to achieve your goals. It will not come about overnight or all at once. Be satisfied with measurable progress toward the goal. If your vision is right; if your message is received, the means will present themselves in time.

5. You will not achieve all of the goals that are set on your watch, that's OK. After all, it's not about you, but about us!



6. Your membership is trying to do the right thing. Assume this is true for all of your members, regardless of standing within the Detachment. If they seem misguided, discover whether or not they understand the mission. Often, they just need a bit more guidance. That's what leaders are for...

7. Allow for human failure. In everything that we do there will be setbacks associated with human error. The majority of these errors will be errors of omission rather than errors of commission. Giving someone a second chance will never hurt you, and will often help.



8. It's our Detachment, yours and mine, and everyone should be held accountable to meet the expected expectations. Meeting expectations is a two way contract. This is the only way an all volunteer organization such as the Marine Corps League will work over the long term.

9. Empower your members, give clear guidance and intent and let your people do what they do best! Write good policy, and then drive execution to the lowest levels practicable. You will be amazed at the results.

# TEN PRINCIPLES OF LEADERSHIP



10. Embrace change, but protect your culture as a Marine and the ethos that makes us what we are. Change is how we grow, how we stay sharp, how we deliver what the membership needs. Don't fight it. . .but control its direction by articulating your vision. Remember you don't have to do it all at once. In embracing change however, do not abandon things that truly make us who and what we are.





# LEADERSHIP PRINCIPLES

\*Be technically and tactically proficient: Before you can lead, you must be able to do the job. As a Marine Corps League Officer, you must be able to demonstrate ability to accomplish your mission; to do this you must be able to answer questions and demonstrate competence in your position.

\*Respect is the reward of the Marine Corps League Officer who shows competence. Tactical and Technical competence can be learned by attending Leadership Schools, reading and becoming acquainted with the Bylaws, enclosures and Administrative Procedures and from on the job training. To develop this leadership principle of being technically and tactically proficient, you should:



# LEADERSHIP PRINCIPLES

\* seek a well rounded education by attending all of the Leadership Schools that are provided by the Detachment, Department or Division. You can also do independent reading and researching through the different manuals that are provided; Roberts Rules of Order, The Uniform Manual, Public Relations and most especially, the Bylaws, Enclosures and the Administrative Procedures. Seek out and associate with capable leaders, observe and study their actions.



# LEADERSHIP PRINCIPLES

- \* Seek opportunities to apply knowledge through exercise of command. Good leadership is acquired only through practice.
- \* Prepare yourself for the job of leader at the next higher office.
- \* Know yourself and seek self improvement, this principle of leadership should be developed by the use of leadership traits. Do self evaluations to determine your strengths and weaknesses. You should work hard to strengthen your weaknesses and use your strengths to their fullest capabilities.



# LEADERSHIP PRINCIPLES

- \* With a knowledge of yourself and your knowledge of group behavior, you can determine the best way to deal with any given situation. In dealing with membership in certain situations, you may have to be firm, however in many scenarios you may have to use the Big Brother approach. . . But you must keep one thing in mind . . . you are dealing with VOLUNTEERS.
- \* In your capacity as a Detachment officer, do not hesitate to ask for advice from those that have been there and done that . . . It will show that you have not put yourself above them.



# LEADERSHIP PRINCIPLES

- \* Make an honest evaluation of yourself to determine your strong qualities and your weak points.
- \* Strive to overcome any deficiencies that you may have.
- \* Seek the honest opinions of your friends and superiors to show you how to improve your leadership abilities.
- \* Learn by studying the cause for failure or success of other leaders.



# LEADERSHIP PRINCIPLES

- \* Develop a genuine interest in people and acquire the human touch.
- \* Master the art of effective writing and speech.
- \* Have a definite goal for the Detachment and a plan to attain it.
- \* Know your members and look out for their welfare. This is extremely important. Know your members' capabilities. You do not want to assign someone to a committee chair if he/she is nervous and cannot work without supervision.



# LEADERSHIP PRINCIPLES

- \* Remember, all members are to be treated the same whether they are the most active or only come around once in a while. If you show the same concern for all of your members, you will over time earn their respect and loyalty.
- \* Be approachable, let the members see you in action.
- \* Put your member's welfare before your own.
- \* Encourage individual development.

# LEADERSHIP PRINCIPLES



- \* Keep your members informed. Marines by nature are inquisitive.
- \* By keeping members informed, you are promoting efficiency and morale.
- \* You should promote initiative, enthusiasm, loyalty and convictions.
- \* Be alert to stop the spread of rumors by replacing them with the truth.



# LEADERSHIP PRINCIPLES

- \* Set the example: All too often as a Marine Corps Leaguer progresses through the ranks, he/she develops an attitude of “Do as I say, not as I do”.
- \* Show your members that you are willing to do the same things that you ask them to do. Be out front!
- \* Be well groomed and in the proper uniform. Insist that your members are too. Be the Shining Example.
- \* Maintain an optimistic outlook.
- \* Always conduct yourself so that your personal habits are not open to criticism.



# LEADERSHIP PRINCIPLES

\* By your performance, develop the thought within your membership that you are the best Officer for the position that you hold.

\* Delegate authority and avoid over supervision in order to develop leadership among subordinates.

## TO BE SUCCESSFUL:

You must be tolerant and be able to accept different personalities. You must respect the opinion of your members and never lose sight of the fact that these members are VOLUNTEERS!!!.



# LEADERSHIP PRINCIPLES

You must also accept being in the minority at times. You must try to envision the perception of others.

WHAT YOU SAY TO THEM AND HOW YOU SAY IT, IS IMPORTANT! What may seem innocent and harmless to you may be perceived by others as Hurtful and Calculating.

LISTEN LISTEN LISTEN!

Understand the true meaning of argue and offer reasons to DISPUTE and DISCUSS and always accept the MAJORITY RULE. You don't have to like it, but you do have to accept it.



# LEADERSHIP PRINCIPLES



What is best for the Detachment is usually reflected by a MAJORITY VOTE.

Keep your meetings moving and keep the idle chatter to a minimum. You should follow an agenda and stay on course. You should also have a monthly Staff Meeting and make them open to the membership.

The Bar is CLOSED and the Smoking Lamp is OUT! There is nothing in the Bylaws to cover this except, COMMON SENSE.

# LEADERSHIP PRINCIPLES



If You Have Intentions To Become Part of The Leadership, You Must Read The Bylaws & The Administrative and develop a working knowledge of same.

Once Elected:

1. Lead within the scope of your authority.
2. Understand your limits.
3. Make only the decisions that you are permitted to make.
4. Accept the tasks that are assigned and exercise self Initiative tasks.

# LEADERSHIP PRINCIPLES



5. Understand the Chain of Command and know where You stand within the Chain.
6. Keep everyone in the chain informed.



## COMMUNICATION IS THE KEY TO SUCCESS

- U Understand your role within the Chain of Command.
- S Stay within your scope of leadership and Delegate Tasks. Stay out of the way and Let them do their job.
- M Manage your time efficiently so you can be effective.
- C Communication is the key to your success or failure.

DO NOT HESITATE TO DISSEMINATE

# Regulations Governing League



- \* As a 501 c (4) we are a charity much like the concept of United Way, Red Cross or other major mainstream charities, but our local offices are manned by volunteers, not paid staffers. Our charity has a stated purpose.
- “The League is classified as a Veterans military service organization and was formed for the purposes of promoting the interests of the U. S. Marine Corps, to provide camaraderie and assistance to Marines, as well as to their widows and orphans and to preserve the traditions of the U. S. Marine Corps. It is a not for profit organization within the provisions of Internal Revenue Service Code 501 (c) (4), with a special group exemption letter which allows for contributions to the Marine Corps League, its Auxiliary and subsidiary units to be tax deductible by the donor.”

# Regulations Governing League



With this, there are certain rules of conduct.



# Mission Statement

- \* Members of the Marine Corps League join together in camaraderie and fellowship for the purpose of preserving the traditions and promoting the interests of the United States Marine Corps. This is accomplished by banding together those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service; voluntarily aiding and rendering assistance to all Marines, Marine Veterans and to their widows and orphans, and by perpetuating the history of the United States Marine Corps through fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

# Purposes of the Marine Corps League



- To preserve the traditions, promote the interest and perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of the historical occasions of particular interest to Marines.
- \* To band those who are now serving the United States Marine Corps and those who have been honorably discharged from the U.S. Marine Corps together in fellowship from that service; that they may effectively promote the ideals of American freedom and democracy.





## Purposes of the Marine Corps League

To fit its members for the duties of citizenship and to encourage them to serve ably as citizens as they have served our Nation under arms.

To hold sacred the memory and history of the men and women who have given their lives to the Nation.

To foster a love for the Principles which they have supported by blood and valor since the founding of the Republic.

To maintain true allegiance to American institutions.



# Detachment

To aid voluntarily and to render assistance to all Marines, uniformed and civilian, as well as their widows and orphans. It is the duty and responsibility of the Commandant to promulgate the concept of the League. While every Detachment is concerned and interested in developing its membership and programs, and wanting to take honors for being the best and most uniquely qualified Detachment in the League, there is a larger responsibility to all Marines and all Leaguers. Every Commandant needs to be aware of areas where Marines live, where meeting locations are not conducive to participation by these Marines, and/or where there are enough Marines to generate interest in the Marine Corps League organization.



# Detachment

The Commandant and Detachment members have an obligation to fellow Marines to assist in developing a Detachment to benefit these Marines. Information in a later section describes the steps for starting a new Detachment, but every new Detachment needs the help and support of existing Detachments. The important issue is bringing Marines, new members to the League.



# Detachment Officer Duties

## Discussion of Officer Duties

The following information is provided to assist Detachments in the selection of officers, assisting members in determining their interest and capability in an office, and to provide an outline of possible job functions that can be carried out by each officer – what the Board of Trustees and members should expect from the incumbents of each office.

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 to be determined by the Detachment in consideration of plans and capabilities.

# Forming a New Detachment



A temporary Commandant, Adjutant and Paymaster are selected by the members of the Detachment to act as their respective officers, with the cooperation of all the members to secure new members before the date set for the closing of the charter application when the permanent staff of Detachment Officers will be elected. Subsequent elections may be held in accordance with the National Bylaws and Administrative procedures.

# Detachment Officer Duties

## Discussion of Officer Duties



A general comment can be made regarding all Detachment offices. Ability and willingness to serve is a major factor for consideration of any office. Second, every office is important and will require time and commitment to minimally meet the needs of the Detachment. Members should consider the time and commitment required when deciding whether to accept an officer's 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 of the characteristics, traits and skills that are useful to a particular office.

# Detachment Officer Duties

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# Detachment Officer Duties

## Discussion of Officer Duties

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. Provide additional visibility to the Detachment and its programs.



# Appointed Detachment Officers

# Duties of Officers

## Sgt-at- Arms



- Uniforms

Enclosure 3 National Bylaws

- Membership Cards
- Membership expiration
- Setting the meeting facility and securing the accoutrements of detachments.
- Maintains order at Meetings



## Detachment Sgt-at-Arms

The SA is the first contact with members and guests at the hatch. By allowing those out of uniform to proceed without correction or guest not immediately assigned an escort and is reporting “all present are qualified to remain” has failed in their responsibility to the Detachment.

Shall preserve order at all meetings and perform such other duties as are required by the Detachment Commandant. Also will fulfill all duties prescribed in the Marine Corps League Ritual.

# Detachment Sgt-at-Arms



## Maintain Order At Meetings:

\* The Sergeant-at-Arms (SA) is required to maintain order at meetings in conjunction with the presiding officer. The SA should 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 persons 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.

# Detachment Sgt-at-Arms



## \* Clean Up Of Meeting Area

It is the Sergeant-at-Arms' (SA) responsibility to make sure that any necessary clean up and policing following a meeting is done properly. If such clean up is required, the SA may designate members to the task and take responsibility for leaving the facilities in the proper manner.

# Detachment Sgt-at-Arms

continued



Respond To Instruction From The Commandant:

- \* The Sergeant-at-Arms reports directly to the Commandant in the organization 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.

# Detachment Sgt-at-Arms

continued



Respond To Instruction From The Commandant:

\* Abide By The Ritual of Office:

The Sergeant-at-Arms (SA) 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 ceremony that require his/her participation and/or leadership.

Other duties of the Sergeant-at-Arms may include: Providing storage of physical items between meetings that include, but are not limited to, flags, Bible, lectern, audio/visual equipment and other, as may be directed by the Commandant.

# Detachment Sgt-at-Arms

continued



- \* Participation on the Detachment membership committee.
- \* Advisor to Commandant and/or Board of Trustees on potential problems.
- \* Assistance to Commandant and Judge Advocate on problem issues.
- \* Providing sign in sheets for guests and members attending meeting.
- \* Assistance to Paymaster as needed, particularly where cash transactions are involved.
- \* May be designated as the "Color Guard Commander" for parades and ceremonies.
- \* May be assigned to coordinate ceremonial honor guards, rifle squads and joint Color Guard activities.

# Detachment Sgt-at-Arms

continued



**Summary:** The Sergeant-at-Arms (SA) 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 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 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) so that guests and prospects can be contacted in the future.



# MARINE CORPS LEAGUE VETERANS AFFAIRS VOLUNTARY SERVICE OFFICER

- \* What is the Veterans Affairs Volunteer Service (VAVS)? It is best answered that it is a program administrated by the VA in which individuals, organizations such as Marine Corps League, Veteran Foreign Wars, American Legion, etc. and corporations are encouraged to participate. The Marine Corps League's program is to be a participant in the VA program under their management, procedures and guidelines.



## VOLUNTARY SERVICE OFFICER

- \* The program, reduced to its lowest denominator, is simply Veterans and Friends of Veterans helping Veterans.
- \* Volunteers are needed at the VA Hospitals and Clinics throughout the state. A wide variety of volunteers is required. A few, but not all-inclusive by any means are escorts, information, drivers, administrative, history, recreation, receptionist, telephone operator, and dementia unit.

# VETERANS AFFAIRS

## VOLUNTARY SERVICE OFFICER



Volunteers are categorized into three basic groups

They are:

Regular Service, Occasional and Youth

\* The Regular Service group is by far the largest and receives training, screening and indoctrination. It sounds complicated. It isn't. It only takes about 2 hours.

\* Occasional volunteers are those volunteers who are not regular service but volunteer occasionally for special events such as bingo, Christmas, Veterans Day, special events, etc.



- \* Youth volunteers are ages from 13 to 19 and receive the same training as Regular Service. Youth volunteers are eligible for the James H. Parke Memorial Youth Scholarship, which goes up to \$10,000. It is emphasized that Marine Corps League volunteers do not have to be members of the Marine Corps League, Marines or family members. They only have to be recruited by the Marine Corps League or request that their hours be credited to the Marine Corps League.

# VETERANS AFFAIRS VOLUNTARY SERVICE OFFICER



Naturally, a large National volunteer program requires organization and procedures. Here is how it works in the Marine Corps League. Each VA Hospital is authorized one VAVS Representative and three Deputy VAVS Representatives. All VAVS and Deputy VAVS Representatives are appointed by the National VAVS Representative.

# VETERANS AFFAIRS VOLUNTARY SERVICE OFFICER



- \* Detachment Commandants submit certification/recertification Request for MCL Members form to the National Marine Corps League VAVS Representative requesting that a person be appointed to a vacancy or to replace a current representative. The National MCL Representative makes the appointment and notifies the individual appointed and the respective VA Hospital. The VAVS and Deputy VAVS Representatives attend 4 meetings a year at their respective VA Hospitals and keep their Detachment Commandants informed about VA Hospital activities and volunteer procedures. Like everything else, it starts at the Detachment level.

# VETERANS AFFAIRS VOLUNTARY SERVICE OFFICER



Once started, like all other programs it must be maintained, supported and promoted. The key to success is always Detachment participation.

Veterans made America Free. Veterans have kept America Free. Some of them need your help now and some of them will in the future. As we should be, we are all concerned about wounded Veterans from our current war. Let's not forget the Veterans from previous wars. All Veterans are equal!

# Public Relations Officer



How and where contacts are made to provide info about detachment.

Throughout the detachment sphere of influence know what the detachment is doing, where and when.

Included on disk is the Public Relations Manual. This will provide you with many insights on how to improve the effectiveness of the PR Officer.



# Web Sergeant

Importance of having someone on staff to create and maintain detachments national web page insuring that it's kept up to date.

# Welcome Marine Corps League Web Sergeants



Click on screen to proceed with the  
remaining slides.



# Web Sergeant

You have been selected by your Department or Detachment Commandant to have the privilege of editing your Department or Detachment page. This is not a hard job and I am going to make this as painless as possible...so enjoy the presentation.



# Web Sergeant

Before we go any further, go to the National Web Site via the URL address <http://www.mcleague.com> then you can refer to the next page for the login and creating an account information.

Creating an account is not hard, but you need to remember your Username for your login, you are going to need this later on when emailing the Nat'l Web Master for setting up the email.

After viewing the next page, we will move on how to register with the Marine Corps League Web Master and the email address you'll need to contact him.





# Web Sergeant

There is a “passcode” that only the Department Commandant and/or the Detachment Commandant has. This is for your eyes only and not to be shared with anyone else. So please use your discretion and follow along.

The next step is to email the Marine Corps League Web Master and set up your email properly. Follow the instructions on the next page and you’re off and running.



Use this format to email the Locator and email address:  
WEBMaster@MCLeague.com

The screenshot shows a web browser window with the URL [http://www.mcleague.com/ndp/userpages/SOUTHEAST\\_DIVISION.php](http://www.mcleague.com/ndp/userpages/SOUTHEAST_DIVISION.php). The page title is "SOUTHEAST DIVISION" and features the Marine Corps League logo. A "Create Mail" window is open, showing the following details:

- Send To: WEBMaster@MCLeague.com
- Copy To: [Empty]
- Subject: NEW WEB SERGEANT

The email body contains the following instructions:

1. Name (Your name)
2. Phone Number (123)-456-7890
3. Your "Username" that you logged into the MCL National
4. Passcode \*\*\*\*\* insert passcode for asterisks, (given by your Detachment, Department Commandant). This is NOT your password that you logged into the National page with.
5. Detachment Name, Number, Location (Small Town, USA) and Department

At the bottom of the page, there is contact information for the Division Vice Commandant, John Kovacic, and a Web Sergeant, Steve Eshelst.

Contact Email: [jkovacic@ec.m.com](mailto:jkovacic@ec.m.com)

Official Website: [Link]

Additional Information: [Text]

Above, Division Vice Commandant, John Kovacic

Web Sergeant:  
Steve Eshelst  
632 Lake Starlee Drive  
North Augusta, SC 29641  
Home Phone: 803.613.0388



# Web Sergeant

After you have emailed the Web Master, it may take up to two weeks to receive your reply and OK to start to updating your web page, it may be sooner.

Once you receive your OK to update your page, it is your responsibility to maintain it with all officers that may come and go. A good thing to add to your page is the election date and installation of officers, this way any officers can see if you are updated at any time.



## How to edit your page:

At the top of the page you'll see "Edit This Page" click on that to start.

[Edit This Page](#)



Marine Corps League

**SOUTHEAST DIVISION**

[View Departments](#)



Contact Information:





After you click on the edit page it looks like this, and then you start to edit your page with its officers and so on.



*"Once a Marine  
Always a Marine"*

# MARINE CORPS LEAGUE

## National Headquarters

[Home](#) [Search](#) [Discussion Board](#) [Login](#) [Register](#)

[Visit our Ship's Store and get all Marine Corps and Marine Corps League gear!...Click Here](#)

SOUTHEAST DIVISION:...

Webpage Information Interface

### Instructions

Page Name

SOUTHEAST\_DIVISION - [View Page](#)

default

Theme

Above; Division Vice Commandant, John Kovalcik

Content

Division Vice Commandant

First Name:  Last Name:  E-mail:

Home Phone:  Work Phone:

Fax:

Street Address 1:  Street Address 2:

City:  State:  Zip:

Semper FI



Ship's Store

Get Your Gear at the SHIP'S STORE

[Click Here](#)

Main Menu

- Home
- Ship's Store
- News
- About the League
- Find a Detachment
- Membership
- Member's Directory



you are done for now, Just remember it is your job to keep this page updated at all times.

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Mailing Address

Location Name:

Street:

City:  State:  Zip:

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Contact Email

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Recent Function

Image File(Max - 40960 bytes):   Description:

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Recent Function

Image File(Max - 40960 bytes):   Description:

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Recent Function

Image File(Max - 40960 bytes):   Description:

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[View Page](#)



# Congratulations



You're a Web Sergeant for the Marine Corps League and for your Detachment or Department. I hope this has helped you in starting your new and fun job.

If at any time you need help, contact your Department Web Sergeant or your Division Web Sergeant.



# Chaplain



The Chaplain plays an important roll in 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.)



# Chaplain

## continued



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."



# Chaplain continued

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.

# Chaplain

continued



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.

# Chaplain



- \* 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.

# Chaplain



**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.

# Chaplain



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.

# Chaplain

continued



**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.

# Chaplain

continued



**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.

# Chaplain

continued



**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.



## Chaplain

**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.



# Detachment 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.



## Detachment Adjutant

### Installation Report:

The Adjutant shall prepare the report and makes sure it is signed by the installing officer. The installing officer is responsible for making sure the report is made out, but it is the adjutant that should prepare the form.

Once the Installation of Officers has taken place, the Adjutant mails three copies of the report within 15 days following the installation to the Department Adjutant.

# Detachment Adjutant

continued



KEEP ACCURATE MINUTES OF MEETINGS -- The purpose of recording minutes at meetings is to keep accurate records, for review and audit, of activities and decisions made on behalf of the Detachment. Members and officers memories are best served with a written commentary on meeting events, reasons for decisions and actual actions taken. For some decisions, the record is required for legal reasons -- both state corporate requirements and for League audit purposes. The presence of minutes and records is indicative of organization and providing information for future use within the Detachment.



# Detachment Adjutant

continued

Minutes may be kept in writing, shorthand, or by use of recording device. It is not important to write every detail, but salient points of discussion and actions taken are necessary. Minutes should be transcribed to permanent records immediately after a meeting as taken place. Information or other factors appropriate for recording will still be in the Adjutant's memory when done immediately following the meeting.



# Detachment Adjutant

continued

Minutes and records should be transcribed into a book or binder that passes to each succeeding Adjutant for the Detachment. Periodically, the Adjutant may want to include an index of topics (i.e. annually), 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.



# Detachment Adjutant

continued

## 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 by-laws and other decisions regarding finances and programs), must be maintained as a permanent record of the Detachment's activities and according to Detachment procedures. Incorporate and establish their own written by-laws, policies and procedures within that framework.



# Detachment Adjutant

## Characteristics and Traits

- \* Ability to accurately record resolutions and carried motions of the Detachment.
- \* Ability to accurately record minutes of meetings
- \* Ability to organize information and maintain and file records/archives.
- \* Attention to details and capability for recall of information.
- \* Ability to print/write legibly, type and/or utilize computer for permanent Detachment records.



# Detachment Adjutant

continued

## Characteristics and Traits

- \* 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.

# Detachment Paymaster



Shall keep a true record of all monies received and expended by the Detachment and, in close operation with the Adjutant, prepares up-to-date record of dues paid by the membership and forwards notices to members of their dues who have lapsed and also such other duties as may be assigned to him or her by the Detachment Commandant. On the Detachment banking accounts, the Paymaster should always be the primary signer.



## Detachment Paymaster

### MAINTAINS DETACHMENT FINANCIAL RECORDS

The Paymaster is responsible for maintaining and providing for review upon request from the Detachment Board of Trustees, Audit Committee, and/or Department/National offices, all financial records and reports for the Detachment. Such records normally include records of revenue receipts, expenditure records, checking and financial account statements and summary reports of financial condition (balance sheet, profit and loss, cash flow, etc.). As a matter of practice, reports of financial condition should be made and reviewed by Detachment officers and/or membership on a scheduled periodic basis.

# Detachment Paymaster



## ACTS AS CONTROLLER OF DETACHMENT FUNDS

The Paymaster is responsible for paying authorized bills, assures the legitimacy of payment requests, budget and/or board of trustee's approvals, prior to releasing funds for disbursement. He/she is also responsible for assuring that proper documentation accompanies requests for payments in the form of invoicing/billing, receipts and approval. This office acts as the policeman for outflows and expenditures on behalf of the Detachment's membership. He/she, therefore, has the right to question expenditures, if necessary, not clearly understood by budget or board of trustees. The Paymaster should always present a question to the Board of Trustees if there is any doubt about disbursement.

# Detachment Paymaster

continued



## MAKES FISCAL AND FINANCIAL REPORTS AT MEETINGS

Keeping officers and members informed as to financial status is important to establishing and maintaining credibility within the organization. The presiding officer should call on the Paymaster for a report at each business meeting. This report should summarize financial transactions since the last meeting and provide a balance of accounts. It is suggested that at least quarterly the Paymaster report to the Board of Trustees in more detail on account status, and provide balance sheet, profit and loss and cash flow data in writing. By doing so, the officers are aware of status and trends in determining requirements for revenue and/or changes in expenditures.

# Detachment Paymaster

continued



## RECEIVES DUES AND FORWARDS TRANSMITTALS

This job can be shared by the Adjutant, or handled by the Paymaster in its entirety, based on practicality and Detachment practices and procedures. It is extremely important to handle dues and membership transmittals in an expeditious manner this will be the first impression a new member has of the Marine Corps League -- to assure timely receipt of the member's card and lapel pin. Dues should be transmitted no less than once per month, preferably following a membership meeting, or other such time each month in which the preponderance of members normally join.

# Detachment Paymaster

continued



It is equally important that the transmittal forms are done accurately and the money is forwarded in compliance with Department and National procedures. It is important to review the transmittal instructions, as well as any procedures and policies, distributed by Department and National. This will help assure the goal of timely response for membership cards and pins.

## **HANDLES TAX AND LICENSING FUNCTIONS**

Because each Detachment should be incorporated within the state, there will normally be annual forms to be completed from State and/or Federal tax agencies. These forms will request financial data regarding revenues and disbursements and their primary purpose is to assure that the organization is conforming to the articles of incorporation for a Veterans non-profit organization. The Paymaster is responsible for completing and filing the required information accurately and timely.



# Detachment Adjutant/Paymaster



Some Detachments may choose to combine the officer jobs of the Adjutant and Paymaster.

This does not diminish the requirements for either job the characteristics, accountabilities, and responsibilities are all combined into one. Therefore, the combined descriptions from above **apply**.



# End of Lesson Plan 1

