

Duties of the Detachment Officers

A TEMPORARY Commandant, an Adjutant and a Paymaster are to be selected by the new members of the forming Detachment. These temporary officers shall act as their respective officers and with the cooperation of all the new members, are to secure additional new members before the date set for the closing of the Charter Application, when the permanent staff of Detachment Officers will be properly elected. Subsequent elections are to be held in accordance with ARTICLE FIVE of the National Bylaws and Administrative Procedures. *Two (2) copies of the MCL Bylaws, one (1) copy of the MCL Ritual manual, and a copy of the MCL Guidebook for Detachment Officers should be issued with the new Charter.* These manuals are to be identified as Detachment property and passed down to newly elected officers, annually.

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: Renders assistance to the Detachment Commandant, and during the absence or illness of the Commandant, perform the duties of that office; 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: Creates and distributes such membership incentives and programs as will engender enthusiastic response resulting in membership growth. In the absence or illness of the Detachment Commandant and the Senior Vice Commandant, will be responsible for performing the duties of the Detachment Commandant.

** Please note in some detachments the Senior Vice Commandant is responsible for membership programs and the Junior Vice Commandant is in charge of Ways and Means (fundraising).*

Detachment Judge Advocate: Interpret the Detachment bylaws, advise, construe, counsel and render opinions on questions of law and procedure to the Detachment Commandant during meetings. In the event there are no Detachment Bylaws the Department and National Bylaws will be used in lieu of Detachment Bylaws. 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 Adjutant: Keeps 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 also handles and keeps a record of Detachment correspondence, as directed by the Detachment Commandant, and performs such other duties as directed by the Detachment Commandant.

Detachment Paymaster: Keeps 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.

Detachment Adjutant/Paymaster: Combination of the duties listed above.

Detachment Chaplain: Performs 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: Preserves 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. Fulfills all duties 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.