

Marine Corps League

Department of Indiana

Guidelines and requirements for District Vice

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Purpose:

The District Vice is responsible for assisting the Department Commandant and the Board of Trustees in keeping the Detachments in their specific area informed and in harmony to insure their growth, strength & effectiveness.

Requirements:

1. Must be a regular member in good standing of a Detachment within the District they represent.
2. Should be a reasonable good speaker, able to motivate Detachments to attend Department functions.
3. should have good computer skills in order to communicate.
4. Should have good organizational and problem solving skills, and be able to arbitrate a dispute within reason before it gets out of hand and becomes a charge that the Department Judge Advocate must hear.
5. Be required to travel to Detachments a minimum of twice per year.
6. Be very careful that your language is clean and respectful, no cuss words.
7. Carry the distinction of a good officer, but never be above anyone. We are all brothers & sister Marines.
8. Wear the undress uniform when visiting, It makes a good first impression. Remember that you are a diplomat, representing the Department and the League.
9. You should have a CURRENT copy of the Officers Installation Report, the Quarterly Membership report from National, and the Status Report on each Detachment in your district.
10. Keep accurate records on all your visits and phone conversations.
11. Your job is to feel the pulse of the Detachments, to offer suggestions on recruitment, fund raising and growth.
12. Do not act like a "know it all". Set the example like you did as an NCO. Use your Leadership skills to assist in the Detachments growth & strength. Always encourage and motivate and be positive

Recommendations:

1. Always call the Detachment Commandant before hand to introduce yourself and to set up the time & date of your visit.
2. You should have the ritual manual and uniform code with you at all times and be able to answer all questions on League affairs.
3. Have the e-mail addresses and phone numbers on all Department Officers.
4. You should offer advice and corrective action needed for the proper running of meetings, according to our ritual manual. **NEVER BRING UP A VIOLATION OF PROCEEDURE OR UNIFORM WHILE MEETING IS IN CESSION.** This **MUST** be done after the meeting and in private. Be careful and diplomatic, be kind and considerate.
5. We want our League members to be happy and willing to come to meetings. Make friends, not enemies.
6. Encourage the Commandants and their members to attend Department Conferences and especially the State Convention. Ask them to bring a report of their activities and especially their best achievements. If they are not able to attend these functions, bring their report to those meetings or if need be, write a report on their behalf.
7. One purpose of attending their meeting is to pass on any important information that will help their Detachment. Have your up-to date calendar of events so their officers are aware of when Conferences and the Convention are scheduled.
8. The Department Commandant expects you to keep him informed as to the health of Detachments in your District. If a Detachment is failing, this is your responsibility to get the help that they need quickly.

Written by Past Department Commandant Jim Wade