

# Basic Overview of Detachment Officer Duties

(other appointed positions and duties as designated by Commandant)

"BOT": Board of Trustees

# Senior Vice Commandant

(Elected)

- > Assist & Supports the Commandant
- > Presides in absence of Commandant
- > Chairs Committees as requested by Cmdt.
- > Prepares to succeed Commandant
- Chairs Awards Committee
- > Knowledgeable of Encl 4, MCL Bylaws & AP

## Junior Vice Commandant

(Elected)

- Chairman: Membership Recruitment & Retention
- > Initiate & support Det. activities & programs
- > Preside/ work on Det. Committees as directed
- > Vetting new membership applicant's DD-214

### Judge Advocate

(Elected)

- Render opinion on League policies and all governing documents
- > Rulings on Meeting Procedures
- Ensure Det. abides by all governing documents of the League
- Conduct audit of Procedures, Signature & Finances
- > Conduct annual review of Det. Bylaws

#### **Paymaster**

(appointed)

- ➤ Maintains Det. Financial Records
- > Comptroller of Det. Funds
- > Fiscal & Financial Reports
- Receives Dues & Forwards Transmittals
- > Handles Tax & Licensing Functions
- > Budget Committee Assistant
- ➤ One of two(2) signatures on Det. checks

# **Commandant**

(Elected)

- CEO of BOT and Detachment
- Presides conducts orderly meetings
- Public Relations
- > Vision

"BOT"

- > Appoints Committees
- Compliance Reporting
- Financial Integrity & Credibility
- Abides by MCL, Dept, Det, Bylaws and Admin Procedures ("AP")
- > Awards
- Delegates for the purpose of the League
- One of two (2) signatures on Det. checks

"BOT"

"BOT"

Matrix Prepared by MCL, Dept. of FL Professional Development Program 2025

### Junior Past Commandant

➤ Provides Guidance & Counsel

'BOT'

- Provides continuity from previous Board & Staff
- Introducing Cmdt. & Officers to outside contacts
- Provides rationale for past decisions, directions, experiences

### **Adjutant**

(appointed)

- > Records/Keeps Det. meetings minutes
- > Records Participation Attendance
- > Support Det. Officers Correspondence
- > Organize & Maintain Det. File Records
- ➤ Maintain Det. Membership Roster
- > Prep & submit timely "ROI" reports

#### Sqt. at Arms

(appointed)

- > Sets up meeting room
- > MCL Uniform Compliance
- Presents colors / leads pledge of allegiance
- Ensures Det. Charter Nat. Colors & Bible are on hand
- > Provides new members & guest w/escort
- > Secures the quarters
- ➤ Maintains Order

### Chaplain

(appointed)

- >Utilize MCL Ritual Book on várious ceremonies
- >Performs Duties of Spiritual Nature
- >Provides comfort & care to members/families in need
- >Visit Sick / Injured
- >Provides deceased notification: Det., Dept., National
- >Assist member/family with funeral info. As requested,