

# **MARINE CORPS LEAGUE**

## **LAKE COUNTY DETACHMENT 801**

### **DUTIES OF OFFICERS**

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# DUTIES OF OFFICERS

## SECTION 02.0 - DETACHMENT COMMANDANT

The Detachment Commandant shall:

- a) Be the Chief Executive Officer of the Detachment.
- b) Preside at all Meetings of the Detachment and Board of Trustees.
- c) Have the primary direction and control of the executive and administrative affairs of the Detachment with the other elected Officers.
- d) Observe and enforce the observance of the Congressional Charter, the National By-Laws, the State Department By-Laws and the By-laws of this Detachment.
- e) Direct to the Officers and membership of this Detachment such lawful orders as he/she may deem reasonable and necessary to effectuate the proper conduct and good management of this Detachment, so long as it does not conflict with such By-Laws.
- f) Call and conduct meetings as provided or permitted by such By-laws.
- g) Seek and utilize the advice and assistance of the Detachment Officers and Trustees in administering the affairs of the Detachment
- h) With the Adjutant and Paymaster, Sergeant of Arms and Quartermaster if applicable, have primary custody of the funds and property of this Detachment subject to the supervision of the Board of Trustees.
- i) Appoint Officers and Committee Chairpersons with the advice and consent of the Detachment Officers.
- j) Represent this Detachment at social, civic, charitable, fraternal functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of this Detachment and Marine Corps League.
- k) Act as Detachment liaison with United States Marine Corps personnel, active and reserve and all other military organizations.
- l) Perform such other duties as may be properly assigned to him/her by higher authority within the Marine Corps League.

## SECTION 02.01 - DETACHMENT SENIOR VICE COMMANDANT

The Detachment Senior Vice Commandant shall:

- a) Closely and directly aid and assist the Commandant in executing and administering the affairs and activities of the Detachment.
- b) Preside over the business and affairs of the Detachment, in place and instead of the Commandant, during any absence or incapacity.
- c) Act as functional chairperson for fund raising activities for the Detachment.
- d) Be primarily responsible for the operations and effectiveness of the social and civic activities with an emphasis on "Family" activities and committees of this Detachment and/or activities. Function can be delegated to the Jr. Vice Commandant, if appropriate.
- e) Act as a liaison between Civic, Fraternal and other Veteran's organizations except as defined by Section 02.00(k).
- f) Perform such other duties as may be properly assigned to him/her from higher echelon

## SECTION 02.02 - DETACHMENT JUNIOR VICE COMMANDANT

The Detachment Junior Vice Commandant shall:

- a) Closely and directly aid and assist the Commandant and Sr. Vice Commandant in administering the affairs and activities of this Detachment.
- b) Preside over the business and affairs of the Detachment, in place and instead of the Commandant and Sr. Vice Commandant during any absence or incapacity.
- c) Send notices of all Detachment meetings and activities to the members.
- d) Keep and maintain all information regarding dues accounts on a current basis, and send dues notices to the members, and be responsible for the prompt collection of dues and assessments.
- e) Provide the Commandant, Sr. Vice Commandant, Paymaster, and Adjutant information pertinent to the status of members including but not limited to address changes, phone numbers etc.
- f) Be primarily responsible for the operation and effectiveness of the Membership Committee of the Detachment. Design, implement and supervise the Detachment's recruiting effort.

- g) Perform such other duties as may be properly assigned to him/her from higher echelon.

#### SECTION 02.03 - DETACHMENT JUDGE ADVOCATE

The Detachment Judge Advocate shall:

- a) Be the Detachment legal advisor and parliamentarian.
- b) Handle all grievances in accordance with Department of Illinois and National Marine Corps League By-Laws and Administrative Procedures.
- c) Interpret the By-Laws of the National Marine Corps League, Department of Illinois Marine Corps League, and the Detachment and shall rule on the application and effect of such By-Laws, subject to the right of appeal.
- d) Advise, counsel, construe and render opinions on questions of law and procedure to the Commandant, elected Officers and Board of Trustees.
- e) Advise the Commandant, elected Officers and Board of Trustees regarding By-Laws, rules, regulations and procedures pertinent to the affairs and activities of this Detachment as he/she may be called upon to do.
- f) Perform such other duties as may be properly assigned to him/her from higher echelon.
- g) Keep and maintain the official Detachment By-Laws.

#### SECTION 02.04 - DETACHMENT ADJUTANT

The Detachment Adjutant shall:

- a) Act as the recording and corresponding Secretary of this Detachment.
- b) Keep a true record (minutes) of all meetings of this Detachment and the Board of Trustees, typewritten or neatly written in ink, in an official logbook.
- c) Keep the record and files of all correspondence of the Detachment as directed by the Commandant and Board of Trustees.
- d) Provide information and counsel to the Detachment Historian appointed by the Commandant.
- e) Perform such other duties as may be properly assigned to him/her from higher echelon.

## SECTION 02.05 - DETACHMENT HISTORIAN

The Detachment Historian shall:

- a) Act as Historian for the Detachment under the guidance of the Commandant, Sr. Vice Commandant and the Adjutant.
- b) Maintain accurate information concerning the reestablishment history, Detachment Officers for each year, photographs of Detachment functions, both official and social, newspaper clippings and other pertinent information.
- c) Closely work with the Adjutant to ensure accurate historical data is maintained
- d) Perform such other duties as may be properly assigned to him/her from higher echelon.

## SECTION 02.06 - DETACHMENT PAYMASTER

The Detachment Paymaster shall:

- a) Act as the "Treasurer" of the Detachment.
- b) Keep and maintain a current and accurate record of all monies received and disbursed by the Detachment.
- c) Keep and maintain the financial records and books of the Detachment.
- d) Pay the debts and expenses of the detachment upon approval by the membership or standing regulations.
- e) Prepare and submit to the Board of Trustees such financial statements and reports as may be required or requested.
- f) Submit his/her books to the Board of Trustees for audit semiannually.
- g) Be personally accountable for any money discrepancies, which may be disclosed by audit.
- h) Close the financial books and records at the end of each Fiscal year as required by the Board of Trustees. An audit should be conducted at this time. After approval by the Board of Trustees, the financial statements can be presented to the general membership.
- i) Be bonded as required by National article 5-545. (1) Be in direct control of the Quartermaster for payment of supply and receipt of monies earned based on sales of merchandise.

- j) Prepare and file all corporate reports and returns required by local, state, and federal law, and keep all corporate records of this Detachment in a safe and secure manner.
- e) Perform such other duties as may be properly assigned to him/her from higher echelon.

#### SECTION 02.07 - DETACHMENT QUARTERMASTER

The Detachment Quartermaster shall:

- a) Maintain an inventory of expendable and non-expendable items within the Detachment's control.
- b) Be accountable to the Detachment and Paymaster for all monies appropriated for purchase of supplies. Receipts must be provided for reimbursement on all items which are purchased using Detachment funds.
- c) Collect all monies for the supplies purchased by the membership or sold at various functions.
- d) Turn over all monies to the Paymaster for accurate accounting purposes.
- e) Make known to the Commandant, Sr. Vice Commandant, Paymaster and Adjutant when donations are received without their knowledge so appropriate "Thank you" correspondence can be prepared.
- f) Perform such other duties as may be properly assigned to him/her from higher echelon.

#### SECTION 02.08 - DETACHMENT SERGEANT-AT-ARMS

The Detachment Sergeant-at-Arms shall:

- a) Act as the "peace officer" of this Detachment maintaining and preserving the order of the detachment at all meetings and activities unless excused by the Commandant.
- b) Act a "house officer" of this Detachment being responsible for the keeping of the Detachment Charter, colors, Bible, meeting room equipment, etc., and for room set-up and set-down at the conclusion of the meeting.
- c) It is suggested that at all Detachment meetings check and/or verify the credentials of persons in attendance at such meeting, serve as official escort to and for authorized guests and otherwise secure the quarters during meetings. At a minimum, have each member present sign the attendance

roster.

- d) At the conclusion of the meeting, give the Adjutant the signed roster of attendees.
- e) Coordinate all ceremonial activities of the Detachment under the Guidance of the Detachment Commandant and/or Sr. Vice Commandant unless under the auspices of the Color Guard.
- f) Perform such other duties as may be properly assigned to him/her from higher echelon.

#### SECTION 02.09 - DETACHMENT CHAPLAIN

The Detachment Chaplain shall:

- a) Act as the spiritual and humane welfare officer of this Detachment in the same manner, or similar, to a member of the clergy.
- b) Be responsible for arranging and/or conducting the religious and/or memorial services of this
- c) Detachment, or in which this Detachment is involved (including funerals).
- d) Respond to the spiritual needs of the members of this Detachment as may be appropriate.
- e) Take note of illness and death of members of this Detachment and in their immediate families, and report such matters to the membership at Detachment meetings or as otherwise appropriate.
- f) Arrange for recognition of and visitation with Detachment members who are suffering illness, disability, or other unusual hardships as may be appropriate.
- g) Be empowered to appoint an Assistant Chaplain, with the approval of the Commandant, to aid and assist him/her in the proper performance of his/her duties.
- h) Perform such other duties as may be properly assigned to him/her from higher echelon.

#### SECTION 02.10 - OTHER OFFICERS

The elected and/or appointed Officers of this Detachment (including immediate Past Commandant) shall perform such duties as shall be established hereafter by the

Commandant or Board of Trustees or otherwise properly assigned to such Officers from time to time.

#### SECTION 02.11 - RECORDS OF OFFICERS

Each Officer shall keep and maintain such records and files, with respect to his/her office, as required by the Board of Trustees of these By-Laws and within fifteen (15) days after his/her termination of office, each Officer shall surrender and deliver to his/her successor in office, or to the Commandant, all funds, books, records, documents, files and other property of this Detachment, with appropriate written and signed account/summary of all items so surrendered and delivered, which shall be endorsed by the recipient thereof.

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