



Brief Guide of Detachment Officer Duties

(Reference: MCL Dept. of Florida Leadership Program: April 20th, 2019)



***Board of Trustees**
(“BOT”)

Senior Vice Commandant (Elected)

- Assist & Supports the Cmdt.
- Chairs Committees as requested by Cmdt.
- Presides in absence of Cmdt.
- Prep to succeed Cmdt.
- Awards

*BOT

Commandant (Elected)

Presides over meetings
CEO of Det.

Public Relations

Vision

Appoints Committees

Financial Integrity & Credibility

Commitment to MCL By-Laws

Awards

Delegates for the purpose of the League

*BOT

Junior Past Commandant

Provides Guidance & Counsel

Junior Vice Commandant (Elected)

- Chairman: Recruiting & Retention
- Works on / presides at Committees as designated by Cmdt.
- Initiate Programs & support Det. activities

*BOT

Staff

*Adjutant *combined w/Paymaster (Appointed)

- Record Det. Meetings – Participation - Attendance
- Support Det. Officers Correspondence
- Organize & Maintain Det. File Records
- Coordinates with JVC on Membership Roster
- Prep & submit “ROI” reports

Judge Advocate (Elected)

- Legal Counsel of Detachment
- Render Opinion and Advice on: Policies, By-Laws, Rulings on Meeting Procedures
- Assures Det. abides by National, Dept. & Det By-Laws
- Audit Procedures, signature & finances

*BOT

Staff

Chaplain (Appointed)

- Performs Duties of Spiritual Nature
- Visit Sick / Injured
- Provides deceased notification to Det., Dept., National

Staff

Sgt. at Arms (Appointed)

- Sets up and breaks down meeting room
- MCL Uniform compliance
- Presents colors / leads pledge of allegiance
- Provides new members & guest w/escort
- Securing the quarters
- Maintains Order

*Paymaster *combined w/Adjutant (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
 - The other being the Cmdt.

Staff

Staff

Public Affairs Officer (Appointed)

- Public awareness
- Advertising & Marketing
- Works w/ JVC on membership
- Photographing events

Prepared by Charlie Myers, Cmdt. (3-5-20)