

Professional Development Outline

Welcome:

a. Insure members that we realize how important their time is and how grateful you are to them that they volunteer to give up the time to improve their knowledge of the workings of the league.

Purposes of the Marine Corps League:

a. Highlight the Charter and mission statement. Stress how all parts of the Charter are important. Particularly the Charitable function that allow us to be classified as a 501c (4).

b. Responsibilities: Dos and don'ts of Not for Profit Organization

Appointed Detachment officers

a. VAVS

1. VAVS vs. VSO
2. Why it is important to Volunteer and track the time

b. Chaplin

1. what his responsibilities are to membership
2. Duties to the Department
3. Fallen Marine Program
4. Forms

c. Public Relation

1. How and where contacts are made to provide info about detachment
2. Community face, insures all organizations throughout the detachment sphere of influence know what the detachment is doing and where and when

d. Sgt @ Arms

1. Duties for Detachment, Set up, greeter, order
2. At sign in informs members of unacceptable attire, knows whose membership has expired, takes care of these items prior to start of meeting. So when he reports all present are qualified to remain, he knows of what he speaks.

e. Adjutant

1. Highlight duties stressing that this is your corporate recording secretary. And these records can be required as a record in MCL procedures or in court in issues involving your corporation (Detachment) Accuracy without adjutant's personal bias is required.
2. Forms

f. Paymaster

1. Highlight duties, stress as one of two bonded members of the Detachment that the paymaster should handle all monies passing through the detachment. And all money will pass through the detachment for full accountability of where it came from and where it went.

2. Forms

g. Adjutant/Paymaster

1. Some detachments choose to combine the jobs. Making one individual responsible for all of the above duties. Think long and hard before loading this on to one individual

Elected Officers/ Board of Trustees.

a. Judge Advocate

b. Jr. Vice Commandant

c. Sr. Vice Commandant

d. Commandant

e. Jr. Past Commandant

1. In many detachments a board of trustee member

2. This title belongs to the most recent past commandant it is not elected, it is not bestowed on another because your past commandant is not interested in being an active member of the board of trustees.

3. Valuable asset for continuity in the detachment

Department Liaison

District Vice Commandant

- Will Quarterly provide written reports to Commandant on activities in District.
 - Responsible for Proper Administration of the Business of the Department within their area.
 - Pass information to Detachments about activities from the Department and follow through.
 - Observation and reporting the progress of Detachments.
 - Providing opportunities for Marines in an area to establish Detachments.
 - Assisting Detachment Commandants in matters as requested as well as the Department Commandant.

Uniforms

- Cover
- Men's & Women's Undress
- Men's & Women's Casual
- Associate Members
- Ceremonial
- Formal
- Medals and Ribbons
- Devil Dog modifications to MCL Uniforms

Administrative

- a. Chapter 900
 - 1. How to handle Grievance, Charges and Discipline
- b. Fundraising
 - 1. Know the laws concerning in your state.

Meetings

- a. Staff Meeting
 - 1. Stress imperativeness of this for successful meetings
- b. General
 - 1. Conduct a meeting properly
 - a. Follow the ritual with the itinerary prepared at staff meeting
 - 2. Hold a mock meeting with explanations as to each step, the importance of Sgt@ Arms knowing that all are qualified to remain, motions are not necessary for Paymaster or Minutes acceptance, the Chaplin following the prayers as written. Time limit for speakers to expound their view during discussion on the floor.
 - 3. Department, Division, National Conferences and conventions.
 - a. Importance and value of attending

Q&A

Thank You for Attending

Collect Attendee Questionnaires -urge legible names for Certificates