



MARINE CORPS LEAGUE

Department of Maryland

INCORPORATED BY ACT OF CONGRESS

STANDARD OPERATING PROCEDURES (SOP) DISTRICT VICE COMMANDANT

A District Vice Commandant:

- Is responsible to the Department Commandant for Detachments within their designated District. Each Detachment will liaison through their District Vice Commandant to the Department Commandant.
- The District Vice provides a role to link Detachments effectively to the Department.
- Holds an administrative position. There are no meetings, fundraising, etc. on a District level.
- Is the only officer in the District.
- Must be regular voting member, in good standing, of the Department of Maryland.
- Is appointed annually by the Department Commandant at a Department Convention.
- Reports directly to the Department Commandant.

An effective District Vice Commandant has:

- Knowledge in Marine Corps League Bylaws and Administrative Procedures.
- Knowledge in MCL Programs/Committees at the Department and National levels.
- An ability to communicate via email.
- An ability to travel to local Detachments in your District.

Responsibilities:

- Attend Detachment Meetings in the district at least once per quarter.
- Assist the Department Commandant and Department Staff in supporting Detachments within the District.
- Ensure that any e-mail messages or mail you receive from the Department have also been received by the Detachment Commandants, especially communications that require their reply. Follow up to make sure correspondence has been distributed to members.
- Remain an integral part of the chain of command in all matters regarding the continuance of existing Detachments.
- Aid in the establishment and Chartering of new Detachments within the District.
- Particularly charged with the responsibility of having knowledge of recruiting programs within the Detachments in the District.
- Obligated to provide guidance to local Detachments, while supervision is also implied.
- Discreetly provide assistance to the Detachment Commandant, especially when the when the Detachments are running normally.
- Attend Department Meetings (Spring/Winter/Fall) and the Department Convention.
- Provide a written report to the Department Commandant at all Department Meetings/Conventions. Report shall include activities attended and highlight any District events.
- Be prepared to speak at each Department Meeting/Convention if a local Detachment is absent. Shall coordinate with the absent Detachment(s) to get a written report in advance.
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DISTRICT VICE COMMANDANT

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Responsibilities (Con't):

- Assist Detachments that may have internal problems. It is ideal to mediate at a Detachment level, working with the Detachment Judge Advocate. If resolution at the Detachment level cannot be achieved, guide the parties involved in the appropriate procedures to file a grievance or charges with the Department Judge Advocate.
- Request to be placed on each Detachment's mailing list, email distribution list, newsletter list and phone call out list.
- Coordinate with Detachments to provide maximum participation at funerals, USMC events and MCL activities within the District.
- Charged with carrying out the objectives and programs of the MCL and to comply fully with the obligations assumed under the Detachment, Department, National Bylaws & Administrative procedures and the National Charter.
- Assure proper administration of the Business of the Department within the District.
- Observe and report on the progress of Detachments in the District.
- Assist Detachment Commandants in matters, as requested.
- Attend any Special Meetings called by the Department Commandant.
- Attend (or have previously attended) the Department Leadership College and be familiar with the National Professional Development (PDP) Course that is posted on the National website.

Vacancies:

- In addition to death, resignation, or incapacitation, vacancy will occur through the failure to attend two (2) consecutive Dept Meetings (unless excused for cause) or in the case of removal from office for cause.

Note: Appointed Officers serve at the pleasure of the Dept Commandant and can be removed from office for any reason at any time.

Approved by the Dept Board of Trustees on 8 June 2013.