

# Department Quarterly / Training



# Welcome

Interest in improving the Marine Corps League  
In South Carolina

Improving from bottom to top of the organization

Improve overall operation of our organization



# Commandant

# The Leader

Time

Effort

Commitment

Needs of the Detachment

# **Before Accepting Position**

**Factors of Work**

**Family Life**

**Outside Pressures**

# **Set the Example**

Other Officers

Detachment Members

# Leadership and Management Skills

Delegate to subordinate

Officers

Responsibility still

Commandant

# Meetings

Conducts Meetings

In accordance with??



# Meetings

Ritual

Roberts Rules of Order

Meetings

American Ensign

Charter

Bible

# Meetings

Agenda prior to meeting

Officer meeting prior to  
General Assembly

# Meetings

Concise and Orderly

Relevant information

Different points of view

# Meetings

## Who Assists

If meeting gets out of hand

# Meetings

Sergeant – at – Arms

Commandant

Primary contact

Promoter of Detachment

Events and community

MCL activities

Commandant

Communication Skills

Members

Community

Other Organizations



# Commandant

Delegate tasks & responsibilities

Speaking capabilities

Understand subordinate duties

Flexible Thinking

Run concise, effective meetings

# Commandant

Commitment to training and education

Commitment to objectives  
of the Detachment

Ability to lead and work  
as a Team

# Committees

Historian – PR

VAVS – Membership

Web Sergeant

Toys for Tots – Americanism

Marksmanship - Newsletter

# Committees

Bring together skills

Plan, initiate and accomplish task  
or program

Involve members in

Legitimate activity

# Binder

By-laws and Policies

National

Department

Detachment

Duties – activities

Project members

Membership roster

# Guidelines

## Communications

(Verbal – Written – Electronic)

Welcome Aboard Package

Meeting times and place

Detachment programs

Questionnaire – important dates

Newsletter

# Guidelines

## Teamwork

Setting an example

Recruit and maintain members

Look after Marines and  
family needs

(Take care of your own)

# Guidelines

Participating  
Moving the League  
Department  
Detachment  
forward



# Change Management

Progression and change  
are necessary

New approaches & concepts  
Organizations die by refusing  
to change

Do's and Don'ts

In handout

Read each carefully

## Officer Installation

What are dates  
for  
installation

Officer Installation

October – May

To Department

Paymaster

Prior to Convention

# Officer Installation

Who can Install  
Detachment Commandant?

# Conventions

Bids for Department Convention

Submit Bid at

Department Convention

1 April – 31 July

# Conventions

Anderson, SC

June 2 – 5, 2016

Commandant's Council

Thursday, June 2

All Commandants

# Conventions

## Detachment Commandant's Report

Three days prior to quarterly

Commandants must attend

Convention & three quarterlies

June, October, January, April



**DO**

# Do's for Officers

- Plan an agenda & Start meetings promptly
- Use the opening ritual
- See that reports are submitted as required and on time
- Respond to all communications promptly
- Require each Officer to be familiar with their duties
- Be neat in appearance
- Give praise where praise is due
- Be gracious and friendly at all times
- Be tactful and diplomatic
- Use “soft words”, rather than harsh and blunt criticisms
- Inspire the confidence of your membership
- Know your responsibilities & those of your Officers
- Understand both sides of controversial matters
- Be impartial in your viewpoints
- Admit your mistake if you are in the wrong.

**Don't**

# Don'ts for Officers

- Allow new members to sit alone.
- Allow clashes of personalities during a meeting.
- Take an office for the title and prestige
- “Pass the Buck” onto someone else
- Recount the difficulties or tasks you have to overcome
- Hesitate to ask questions as to procedures or of decisions
- Expect anyone to perform any duties would not do yourself
- Insist on having your own way
- Be “BOSSY” or dictatorial
- Criticize unnecessarily
- Give preference and privilege to a few
- Apologize for shortcomings
- Set yourself apart from the members
- Discuss problem's with those not involved. Be discreet.