

**DEPARTMENT OF FLORIDA
MARINE CORPS LEAGUE, INC.
STANDARD OPERATING PROCEDURES (SOP) FOR
DISTRICT VICE COMMANDANTS**

Requirements to hold Office:

District Vice Commandants must be regular voting members, in good standing, of a detachment within the District they represent.

Now that I'm a District Vice Commandant, what's my job consist of? This SOP should help answer most of the questions you may have. Much of this SOP is taken from the Department of Florida By-Laws. It includes some suggestions to make your job a little easier.

Within the Department, elected District Vice Commandants are responsible to the Department for Detachments within their designated District. Each Detachment will act through their District Vice Commandant.

The chain of command within the Department will be Detachments to District Vice Commandants (DVC), DVC to the Department Junior Vice Commandant and finally to the Department as required.

Let's work hard to keep our problems at the Detachment Level. District Vice Commandants must try to get parties involved in the problem to mediate. If mediation does not work, take it to the Department Judge Advocate. Remember, the Department is now a major player in the Marine Corps League and we want to keep it that way, solve our problems in house.

District Vice Commandants:

- (1) Shall be responsible for assisting the Department Commandant and Staff in supporting Detachments within their Districts.
- (2) Are particularly charged with the responsibility of having knowledge, at District level, for recruiting programs within Detachments and for the establishment of new Detachments within their Districts.
- (3) Within the Department of Florida, the District Vice Commandants are and will remain an integral part of the chain of command in all matters regarding the continuance of existing Detachments and the Chartering of new Detachments.
- (4) Shall report, in writing, to the Department Commandant matters pertaining to the District not less than quarterly as of the last day of July (Initial report for new District Vice Commandants). Note: Reports may be forwarded by e-mail, even if you don't have anything; include the Good & Bad in your reports.

Budget:

District Vice Commandants will receive an annual budget. This budget will be used to help offset travel expenses and lodging to attend the Fall and Spring Conferences and the Annual Convention.

Vacancies:

In addition to death, resignation, or incapacitation, vacancy will occur through the failure to attend two (2) consecutive meetings called by the Department Commandant (unless excused for cause) or in the case of removal from office for cause.

Conference Calls:

If you have trouble visiting your Detachments quarterly, you are authorized to place a Conference Call to contact them all your detachments at the same time. You will be able to make one (1) Conference call per quarter.

How to Make a Conference Call:

1. Step one: All Detachment Commandants (or their representative) and the District Vice Commandant taking part in the conference call dial 1-866-941-8436 at the time of the call.
2. Step two: When required dial in the PASS CODE which is 971975.
3. Step three: The District Vice Commandant will be required to dial in the PIN CODE

Note: (The District Vice Commandant must contact the Department Paymaster to obtain the PIN CODE and to schedule the call. Reason you must schedule the call: Only one District Conference call can take place at the same time) When Conference Call is finished hang up.

Suggestions:

- (1) For newly elected District Vice Commandants introduce yourselves to the Detachment Commandants in your District by calling or visiting them.
- (2) For re-elected District Vice Commandants introduce yourselves to the newly elected Detachment Commandants in your District. If you have not already done so, call or visit them.
- (3) Try to visit your Detachments quarterly. If this is not possible, try a meeting with the Detachment Commandants at a centrally located place, and make meetings open to all members of the District. These members will only be observers. If neither of the above works out you may use a Conference Call.
- (4) Insure that any e-mail messages you receive from the Department's Communication Officer have also been received by the Detachment Commandants, especially communications that require their reply.