

**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 will represent.

Has successfully completed and received a certificate of completion from the Department's Leadership Program or will complete the Department's Leadership Course within six (6) months following his/her election into office.

Duties of the District Vice

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.

- (1) Shall be responsible for assisting the Department Commandant and Board of Trustees in supporting and assisting Detachments within their Districts.
- (2) Shall be knowledgeable about recruiting programs within Detachments and for the establishment of new Detachments within their Districts.
- (3) Shall visit, at least quarterly, each detachment in his/her district. The purpose of the visit shall be to pass on information from the Department Commandant, Conference or Convention, to answer questions members may have and to assist the detachment in recruitment programs. When presenting information to the Detachment for the Dept. Commandant, inform the Detachment Commandant that you have some information to present during the Good of the League prior to the start of the meeting.
- (4) Shall offer advice and corrective actions needed for the proper running of meetings to the Commandant, but never do so in front of the membership or while the meeting is in progress. You should never interfere with the meeting.
- (5) Shall arrange for at least one (1) Annual District Meeting with the officers from each detachment in the district and encourage them to invite their members to attend. (It has been shown that District Meetings are very productive, that they afford detachments the opportunity to learn about each other and solve problems by exchanging experiences with similar problems). Plan your conference and inform the Jr. Vice as to the time and location so that the Department Staff may attend to pass current information directly to your Detachment Commandants and assist in answering questions that may arise. Don't plan District meetings on the same weekend as Department Functions.

Chain of Command:

The chain of command within the Department for informational purposes, will be: Detachment Commandants will contact their District Vice Commandant; the District Vice shall then relay the information to the Department Commandant. District Vice Commandants are an integral part of the chain of information regarding the continuance of existing Detachments and the Chartering of new Detachments.

Let's work hard to keep our problems at the Detachment Level. District Vice Commandants must try to get the parties involved with a problem to mediate. If mediation does not work, take it to the Department Judge Advocate. Follow the procedures outlined in Chapter 9, section 900 of the National Administrative Procedures. Remember that neither detachments nor District Vices have the authority to adjudicate any disciplinary matter.

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. Submit your expense voucher in a timely manner with all appropriate paperwork to verify the claim so that Department records will be in compliance with IRS regulations.

Quarterly Reports:

Quarterly reports shall be in writing, to the Department Commandant, reporting matters pertaining to their District not less than quarterly. Reports will be due within fifteen (15) days after the close of the quarter: 15 Sept, 15 Dec, 15 Mar and prior to the Department Convention in June. Reports shall include the good and the problems that detachments in your district have encountered during the quarter. The Report shall include any information requested by the Department Commandant about your District. Reports should be forwarded to the Department Commandant and Department Adjutant via E-mail or U.S. Mail.

Vacancies:

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

The vacated office shall be filled by the Department Commandant, with the advice and consent of the Department Board of Trustees for the remainder of the unexpired term of office.

Recommendations:

- (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) 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.
- (4) When visiting detachments you are representing the Department Commandant, your appearance and actions reflect upon the Department, therefore, you should set the example by being in the proper uniform or proper attire. It is recommended that you wear the undress or causal uniform. Remember, the members are looking at you as a representative of the Department; what you say, do and how you look reflects greatly upon the Department.