

Commandant's Plan for 2nd Term April 2011-April 2012

● Detachment Membership Meeting- 2nd Thursday of each month:

- Our Detachment meetings should encourage member turnout and retention of prospective members.
 - Social Hour/ Pitch-In dinner @ 1800, Detachment buys Meat up to \$25
 - Meetings will start @ 1900.
 - Meetings will be conducted according to MCL Ritual Book
 - All Officers should have a report. "Nothing to Report" means you didn't do anything
 - Reports should be in summary/overview form.
 - Detailed business and discussions should be referred to and conducted in the Staff or Committee meetings.
 - Staff Meeting Recommendations presented to Membership on detailed issues.
 - Welcome and mentor new members

● Detachment Staff Meeting- 4th Thursday of each month:

- Staff meeting agendas will set by the Commandant:
 - Meetings will start @1900. **Required to attend unless excused-** Commandant, Sr. Vice, Jr. Vice, Judge Advocate, Adjutant, Paymaster, Chaplain, Sgt. at Arms. Committee chairs are encouraged to attend and report. All other detachment members are welcome and encouraged to attend, but have no vote or voice unless invited to speak.
 - Review of the Financial Report
 - Review/Report of Officer and Committee Chair activities
 - New Business
 - Old Business
 - Recommendations to be sent to the Detachment for approval
- Training:
 - Officers should obtain & review a copy of "**Guidebook for Detachment Officers**",
 - "**MCL Ritual Book**", "**National By Laws**" and "**Detachment By Laws**". These are available from the National ships store, and can be ordered by HIB Quartermaster. Most are available for download from the Detachment website "[Official Documents](#)" page
 - Review All Officer responsibilities-(from "**Guidebook for Detachment Officers**).
 - All Officers should complete the "**MCL Professional Development Program**"
 - Establish regular training schedule – **Need a "Training Officer"**. Suggestions?

Commandant's Plan:

- Improve & grow “Marine Barracks Indy”
- Bring lost members back to the Detachment with Member Retention Program
- Further develop this Commandant's Plan in Staff meeting.
- Take volunteers for assignments with the understanding that each staff meeting will require a report of activities. Both Commandant and Sr. Vice will make themselves available to assist any officer or committee chair that needs assistance in carrying out duties assigned or to attend functions as required. Please schedule well ahead of time to ensure availability. Note, the key word here is “assist”, not “do for”.
- Appointed Detachment Officers:
 - Public Relations- Beth Troxell
 - Training Officer-
 - Quarter Master- Bud Albright
 - Web Sergeant- Michael Burtner
 - Legislative Officer- Doug Hardwick
 - Sgt. Of the Guard- Jesus Quintana
- Review all current programs / committees and determine if they should be continued or improved and then add into Commandant's Plan. Seek new programs.
See attached Assignments list.....
- **MCL Uniforms- “Uniform of the Day Schedule”**
 - Detachment Meeting:
Red Cover- minimum desired-NOT MANDATORY
Officers- **Red Cover** & Undress Long/SS Shirt
 - Staff Meeting:
None required
 - Parades:
Red Cover
Undress (Long/Short Sleeve)/ MCL or DOD medals
OuterWear Marine/MCL Jackets
 - Other Events- Banquets & Ceremonies
Casual – **RED COVER &Red Blazer**
- Quartermaster to assist in procurement of uniform items

- Keep Supply of League covers on hand
- Have Information on how to buy uniform items

● **Detachment Website** –

Review current website / cost and effectiveness... hosted by Go-Daddy, INDYMARINES.ORG

● **Establish Honor/Color Guard**. Ceremonial rifles have been applied for (8) from TACOM

- 1st application made April 3, 2010, lost by National
- 2nd application made June 2nd, 2010. Received by TACOM but they called on 11/1/2010 to inform me that the rifles had been put on hold by DOD. Have tried contacting 3 times since to no avail.
- **March 1st- documentation received from Tacom, rifles to be shipped soon.**

● **Maintain Detachment Member & E-Mail list** – Jr. Vice & Adjutant

- Supply to Scuttlebutt editor to Use to distribute Scuttlebutt to those who have email (cost savings)
- Use to communicate Detachment announcements
 - Upcoming Events
 - Deaths and Funeral arrangements
 - Sick Call and visitation information
 - Detachment Staff communications
 - Commandant Communications
 - Dept. of IN & National MCL communications