

Commandant's Plan for April 2010-April 2011

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

- Our Detachment meetings should encourage member turnout and retention of prospective members.
 - Meetings will start @ 1900.
 - Meetings will be conducted according to MCL Ritual Book
 - 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. 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”
 - 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.

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- 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:

Red Cover

- ➔ Parades:

Red Cover

Undress (Long/Short Sleeve)

OuterWear Marine/MCL Jackets

- ➔ Other Events- Banquets & Ceremonies

Casual – **RED COVER & Red Blazer**

- Quartermaster to assist in procurement of uniform items

- ➔ Supply of League covers on hand
- ➔ Information on how to buy uniform items available
- ➔

- **Detachment Website** –

- Review current website / cost and effectiveness
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- **Maintain Detachment Member & E-Mail list** – Jr. Vice & Adjutant

- 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
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