DETACHMENT
JUNIOR VICE COMMANDANT
ROLES AND RESPONSIBILITIES

Jan 20, 2022
➢ This presentation is not a one stop shop reference for understanding the roles and responsibilities of the Detachment (Det) Junior Vice (Jr Vice) Commandant (Cmdt).
➢ Before reaching out, please review not only this presentation but the references listed at the end of this Power Point Presentation (P³).
➢ If you cannot resolve your question(s), it is highly recommended you follow your chain of command by speaking to your Det staff, specifically the Past Jr Vice Cmdt, Senior Vice (Sr Vice) Cmdt, and or Det Cmdt.
➢ If you still need assistance, reach out to your Dist Vice Cmdt and finally the Dept Jr Vice.
➢ We are here to serve but begin with your staff.
➢ Guidebook For Detachment Officers
   ➢ See Department (Dept) Web Link reference # 1.
➢ Recruiting “Looking for the few good members” P³.
   ➢ See Dept Web Link ref # 1 (Training Section).
➢ Det Officer Orientation P³.
   ➢ See Dept Web Link ref # 2.

Special Note:
All links are located at the end of this P3.
All links work. If not, then try using other browsers.
If you are still having trouble, have you established a member account with the National and or Dept website?
If not, contact your Det Cmdt/PM for assistance.
ROLES AND RESPONSIBILITIES

➢ Junior Vice Commandant.
  ➢ The primary roles and responsibilities are to maintain the membership.
    ➢ Internal maintenance of current Det members.
    ➢ External recruiting of new members to increase Det membership.
    ➢ Be prepared and carry flyers and contact cards in your wallet and vehicle.
    ➢ Potential new members will pop up as targets of opportunity anytime anyplace.
  ➢ Every member is a recruiter.
➢ See Dept Web Link ref # 1, 2, and 3.
➢ Develop an Annual Recruiting Plan.
➢ Establish a line item Recruiting Budget for the Det Annual Budget.
➢ Organizes and manage Membership Drives.
➢ Identify areas to visit and encourage members to recruit monthly.
➢ Execute Monthly Recruiting opportunities (set up a booth when possible).
➢ Report new members and recruiting efforts at monthly Det Mtg and to the Sr Vice to add to the monthly Activity Report.
➢ Meet and greet new members with the Sgt-At-Arms before the Det mtg.
➢ Introduce any new member during the Jr Vice Report.
JUNIOR VICE COMMANDANT
STAFF COORDINATION

➢ Senior Vice
  ➢ Staff Coordinator.
  ➢ Activity Report.
    ➢ This is the source doc for the National and Dept Recruiting Award Program.
  ➢ Americanism Program.
  ➢ Other Duties.

➢ Adjutant/Pay Master
  ➢ Reviews the PLM, Qtr Roster, and MAL (Members at Large) to analyze and act
    upon Internal and External Recruiting opportunities.

➢ Toy For Tots Coordinator
  ➢ Coordinate, attend, and be prepared to talk with potential donators about the MCL
    and your Detachment.
  ➢ See Department Web Link ref #3.
Sr Vice has Staff Cognizance:
- The Det Activity Report is a monthly chronology of the activities, events, and participation throughout the month.
- All Recruiting Activities and New Members are reported on the Det Monthly Activity Report.

Jr Vice responsibility:
- To inform the Sr Vice of any Recruiting Activities and New Members to the Sr Vice.

See Dept Web Link ref # 1 (Det Forms/Docs: Activity Report Tab).
See Dept Web Link ref # 1 (Det Forms/Docs: Activity Awards Tab).
Qtr Rosters

- Published and sent from the Dept PM to the Det PM four times a year.
- Name(s) above the black line on page 1 are not in good standing.
  - Each member needs to be researched to determine if the Transmittal has been submitted and being processed.
- If not in good standing, each member needs to be contacted.
  - Find out why they have not renewed.
  - Try to get the member to renew.
- Names below the black line are in good standing for the current year.
- Beginning Apr 1, contact all members to renew for the upcoming fiscal year (NLT Sept 1).
➢ Marines At Large (MAL) Roster.
  ➢ Available during July.
  ➢ Use as a Recruiting Tool.
  ➢ Look at their addresses (Zip Codes) and focus on them.
  ➢ Contact those MALs in your area.
  ➢ Important because if the Dets gain a member and per capita fee
➢ Targets of Opportunity
  ➢ Seasonal Events and when permissible, set up a Booth.
  ➢ VFW and American Legion Posts.
  ➢ Marine Recruiting Offices and Reserve Center.
  ➢ Personal Workplaces.
  ➢ College Veterans Support Services Offices.
  ➢ Opportunities are out there to explore.
  ➢ Do not reinvent the wheel.

➢ Use the National Web Link ref # 1 plus this P³ as a guide to help remove the mystery of Recruiting.
➢ Membership Forms
   ➢ National Web Link ref # 2.
➢ Recruiting Materials
   ➢ Recruiting posters placed in any location that Marines would visit.
   ➢ Postcards/ Business Cards can be placed on windshield of vehicles that display a Marine stickers/emblem.
   ➢ Det business cards and flyers where meetings and bulletin boards are available.
   ➢ Radio and newspaper announcement or news of detachment events.
   ➢ Television detachment event release.
   ➢ NPR Station Public Announcement opportunities.
➢ Toys for Tots
   ➢ See Dept Web Link ref #1 Det Forms/Docs: Dept: Toys for Tots Title) and # 3
➢ Det business cards can be designed and printed on your computer with business card stock.
➢ Use the back as a Contact record and or list your meeting location, date, and time.

**Meeting Date and Time**
Third Sunday of the month
Time: 5:00PM
VFW Post 25276; 1503 FM 20, Bastrop, Tx
3003 Loop 150 E Bastrop, Tx
MARINE CORPS LEAGUE

Once a Marine, always a Marine!
Active, Reserve, Retired, and Veteran Marines continue the faithful tradition of looking out for the Marines to their left and right.

Founded in 1923 by Marine Corps Commandant MajGen John A. Lejeune (USMC), and chartered in 1957 as the only Congressionally Chartered Marine Corps Veterans Service Organization.

There are over 1,000 detachments across the United States.

Membership Eligibility includes:
- Marines with honorable active or reserve service in the U.S. Marine Corps for no less than 30 days with an active Marine FMS Unit.
- FMF U.S. Navy Corporals who have served the Marine Corps Device and served no less than 30 days with an active Marine FMS Unit.
- U.S. Navy Chaplains who have served the FMF Badge and served no less than 90 days with an active Marine FMS Unit.

EMERGENCY AND MEDICAL SERVICES

We are Marines
"Once a Marine, always a Marine" is familiar to all. It is that feeling you get when you see a Marine Corps sticker on a car or a house proudly displaying the Marine Corps flag. We know we can knock on the door and that Marine will be there for us.

Despite our many years of service to different causes, we all have that common bond. We have all earned the privileges to wear the Eagle, Globe, and Anchor.

NEW MISSION

SAME TEAM

MESSAGE FROM THE COMMANDANT

The Marine Corps League is a service organization founded to perpetuate the traditions and spirit of all Marines who proudly wear or have worn the Eagle, Globe, and Anchor of the Corps.

Sponsor’s Information
Name:
Phone:
Email:

Visit our website at:
www.mcnational.org

Call us at:
(703) 207-9588

Or contact a local detachment:

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Name:
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Email:

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Or contact a local detachment:
FUNDRAISERS AND RECRUITING OPPORTUNITIES

**REGISTRATION**

Lost Pines Leathernocks  
"Project F.A.I.T.H."
(Funding Assistance In Trying Hours)

The LPL Project F.A.I.T.H. is designed to provide financial assistance and services to veterans of the United States Military in the greater Bastrop area and throughout Texas. The LPL F.A.I.T.H. program aids veterans and their immediate families for basic needs, including but not limited to: transportation, medical assistance, food, shelter, and clothing.

Many veterans struggle during times of emergency or crisis. The LPL F.A.I.T.H. program provides a means to enable these brave service men and women get a leg up while returning to a more productive, fulfilling life with their families after an emergency or crisis.

When we help improve the lives of our veterans, we also improve the quality of life for their families, communities, and our Country as a whole.

To be eligible for the LPL F.A.I.T.H. program, you must have served honorably in the United States Military.

**SPONSORSHIP**

**FIRST NATIONAL BANK**
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**SPONSOR LEVELS**
CORPORATE: $1000
2 tournaments for the tournament
Prominent signage
Logo on event materials and scoreboard
Logo on website
Opportunity to showcase services or products

CART: $500
2 tournaments for the tournament
Prominent signage on 6 player golf carts
Logo on scoreboard
Logo on website
Opportunity to showcase services or products

Practice Range or Putting Green
or Hole-in-One: $500
2 players for the tournament
Prominent signage
Logo on scoreboard
Logo on website
Opportunity to showcase services or products

**F.A.I.T.H.**

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To learn more or apply for assistance visit: www.LPL384.com

**REGISTRATION**

$90 per player
Green fee, Cart, Beverages, Lunch, Reception, Prizes

Name:________________________
Address:_____________________
Phone:_______________________
Email:_______________________

If playing with a team please indicate names here so we can match everyone in your group:
1. __________________________
2. __________________________
3. __________________________

Mail Check or Money order to:  
LPL384
P.O. Box 366, Bastrop, TX 78602-0366

OR Pay Online:  
www.lpl384.com

Questions?  
Give us a call: 512-750-9200  
Or email: lpl384@yahoo.com

**“SHOOTOUT”**

Closest to the pin “Shootout” will take place after the conclusion of tournament play.

- A minimum of 20 participant tickets will be drawn.
- After 300 tickets are sold an additional ticket will be drawn for each 5 tickets sold.
- For each ticket drawn the individual may take one shot from 75 yards.
- There will be a minimum of 20 prizes awarded.
- Prizes will be awarded for closest to the pin beginning with the closest and moving outward.
- Tickets will be $10 each or 3/$20 and may be purchased with your registration or the day of the tournament.
- A person may purchase as many tickets as desired.

For additional information call 512-750-9200 or visit:  
www.lpl384.com

Lost Pines Leathernocks  
Marine Corps League
Detachment 1384

Saturday, September 21st, 2019  
Coco Vista Golf Club, Bastrop, TX

4 Person "Battle Ball" Scramble  
$90 per player

Check in: 8:30 am * Start: 9:30 am

Post Tournament “SHOOTOUT”  
Guaranteed winners of some fabulous prizes

For additional information call 512-750-9200  
or visit:  
www.lpl384.com

**FIRST NATIONAL BANK**
Bastrop County’s Bank...Since 1889

50 YEARS
FLYERS FOR FUNDRAISERS AND RECRUITING OPPORTUNITIES

- Easy to design on your computer.
- Limited by you imagination.
- Golf Tournaments.
- Turkey Shoots.
- Motorcycle Poker Runs/Rallies.
- Service Organization Events.
- Toys For Tots.
- Marine Corps Birthday Balls.
- Sky's the Limit.
➢ Web Page Design
➢ Free but limited in design options with lots of outside ads.
➢ Fee Base offers more options.
➢ Requires an Administrator:
➢ To upload information and manage the pages.
➢ To update the pages with new information.
➢ Establish a Facebook Page to reach out to followers.
➢ Use the Boost option to reach out to more audience through specific focal groups.
➢ Marine
➢ Veteran
➢ Service member
➢ It has a fee that is reasonable.

➢ July 1- June 30 is the data collecting period for the National Recruiting Program.

➢ The Deadline date (as listed on the Membership Recruitment Program form) NLT July 1.

➢ To meet the July 1 due date, we suggest a cutoff date of June 20.

➢ Each month the Det Jr Vice must monitor the Activity Report and coordinate with the Det Sr Vice/Adj/PM to record new members on the National Recruiting Form.

➢ One form per recruiter listing the new member he is credited for after the Det votes approval for the new member.
➢ Start filling in each form per Recruiter now and throughout the year.
➢ The forms are writeable, savable, and the same data will be used for the Dept Recruiting Award Form.
➢ You must use the National Form (one per Recruiter) and batch email them directly to the National Jr Vice Cmdt at info@mcleague.org (Attn: National Junior Vice Commandant) or USPS mail USPS to National Junior Vice Commandant, 3619 Jefferson Davis Hwy, Suite 115, Stafford, Va 22554.
➢ If you use USPS/FEDEX/UPS or other methods, you must reverse plan, accordingly, to ensure arrival NLT July 1.
➢ Regardless of the method, mail or email a copy to the Dept Sr Vice seniorvice@txmcl.org and Jr Vice at juniorvice@txmcl.org
➢ National Web Link ref #4
➢ Ref: Dept of Tx Admin Procedure, date 2019, pages 53-54
➢ Form: Dept of Tx Recruiter of the year Nomination Form, Dept of Tx Admin Procedures, date 2019, encl 4, page 54.
➢ May 1- Apr 30 is the data collecting period for the Dept Recruiting Program.
➢ Since the Det Jr Vice is already monitoring the Activity Report and coordinating with the Det Sr Vice/Adj/PM for the National Recruiting Program, the same data will be used for the Dept of Tx Recruiter of the Year Nomination Form.
➢ One form per recruiter listing the new member he is credited for after the Det votes approval for the new member.
➢ Submit the Dept of Tx Nomination form by May 15 and we recommend May 1 for planning purposes.
➢ Start filling in each form now and throughout the year.
➢ The forms are writeable, savable, and the same data will be used for the National Recruiting Award Form.
➢ The deadline date for Dept Recruiter Nomination Awards must be submitted to the Dept Sr Vice email address seniorvice@txmcl.org NLT May 15.
➢ Send a copy to the Dept Jr Vice at juniorvice@txmcl.org NLT May 15.
➢ Dept Web Link reference #1 (By-Laws and Admin Procedures Section).
➢ Dept Web Link reference #1 (Det Forms and Doc: Awards tab).
DIVISION OF LABOR
FOR SUBMISSION OF THE
NATIONAL AND DEPT
RECRUITING AWARDS

➢ A definition of “Division of Labor” is the way that different tasks are apportioned to different Staff Officers.
➢ The Recruiting Awards are impacted by two different Staff Officers, two different twelve-month periods of data collecting, two submission deadline dates, and two Organizational Awards Committees.
➢ Staff coordination is critical because who is responsible to do what and when?
➢ The Det Sr Vice has Staff Cognizance for the Det Award Program.
➢ The Det Jr Vice has Staff Cognizance for Recruiting and Recruiting Awards issues.
➢ This may lead to conflicts unless the Division of Labor is clearly defined and coordinated.
➢ So, the Det Sr Vice/Jr Vice must discuss the Division of Labor as to who does what and when to minimize any miscommunication and or failure to submit the paperwork correctly, completely, and on time for consideration at National and Dept Recruiting Awards.
Det Sr Vice has Staff Cognizance.

Detachment Historian/Americanism Chairman are responsible for and managing the Americanism Binder.

These events are chronicled in a binder scrapbook, or album.

Recruiting Activities should be included in the Americanism Binder.

Evidence includes:

- Participation in events throughout the year, visibility within the community, and showing the hard work and Esprit de Corps.
- Photos, newspaper articles, certificates of awards, memorabilia from staff meetings and conventions (programs, name tags, banquet tickets), etc. can be placed in the book to show participation in or promotion of events.

See Department Web Link ref # 1 (Det Forms/Docs: Americanism Tab).
RECRUITING RATIOS

- An unofficial rule, it takes 3 contacts to encourage someone to join.
- It takes 3 follow-ups to maintain contact and interest.
- Use social media to encourage membership, Facebook, Webpage, and newsletter, others.
- Bring/invite them to the meeting and meet and greet before the meeting.
- See Department Web Link ref # 1 (Det Form/Docs: Recruiter Tab).
USING SOCIAL MEDIA TO RECRUIT

➢ Use media to encourage membership
  ➢ Social Media.
  ➢ Webpage.
  ➢ Newsletter.
  ➢ Television.
  ➢ Flyers at the VA and Vet Center.
  ➢ Recruiting Stations and Reserve Centers.
  ➢ Student Veterans Association.

➢ Learn how to make your own Video to publish your message.
➢ See National Web link reference # 5.
MCL Rose Program:

- Started by Marine Eddie Gallagher from New York, designed to parallel the VFW "Poppy" program to provide funds for detachments to assist veterans and youth and provide other services to the community.
- Funds should not be used for the detachment's "general fund“ but to assist veterans and youth and provide other services to the community.
- One example of how to use the Rose is to hook potential new members.
- Tell the story of the Rose.
- See National Web Link ref # 6 at the end and look for MCL Rose Program midway down.

Special note: These links work, if you are having trouble use other browsers. If you are still having trouble, have you established a member account with the National and or Dept website? If not, please see your Det Cmdt/PM for assistance.
5. https://militaryorderofthedevildogs.org/download/the-video-process-class/?wpdmdl=28515&masterkey=6074aea21850b

Special note: These links work, if you are having trouble use another browsers. If you are still having trouble, have you established a member account with the National and or Dept website? If not, please see your Det Cmdt/PM for assistance.
3. https://www.toysfortots.org

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DETACHMENT
JUNIOR COMMANDANT
ROLES AND
RESPONSIBILITIES

ANY QUESTIONS
ANY CORRECTIONS

EVERY MEMBER IS A RECRUITER

CONTACT THE DEPT JUNIOR VICE
JUNIORVICE@TXMCL.ORG