

**Committees**  
that make a difference



# Detachment Officer Orientation

Understanding the Duties  
of the  
Detachment  
Committee Chairs



# Committee's



- The detachment committee chairs, are responsible for the management of all asset's and members that are part of the committee.
- The annual committee chairs must establish an operating budget for their activity.
- The committee chair must have an event operating procedure.
- The committee chair must verify with the Adjutant paymaster that there is Insurance coverage for the event. The members are covered under a national insurance for all activities.
- The committee Chair must identify the committee volunteers and assign a unique responsibility for the event. (ie, State Convention and responsibilities)
- The committee chair must have the operational guidelines of the event or must write the operational procedures of the event before the event takes place.

# New Event Proposals



- Any new proposals must coincide with the guidelines of a committee within the Detachment operating procedures'
- When an event is suggested, the member or person suggesting the event, must identify the source of funds to make the event happen.
- The proposal must have:
  - Event name
  - Purpose
  - Event outcome
  - Financial support (Where the funds will come from to support the Event)
  - Date, must be out at least 90 days and not coincide with other detachment activities and not on the detachment monthly meeting date.



“Thank you for all you do”

Semper Parati