



# Detachment Adjutant

Job Description from the Marine Corps League *Guidebook for Detachment Officers.*

## Adjutant

The Detachment Adjutant is the corporate/recording for Detachment meetings and affairs. In addition, the Adjutant provides support for Detachment Officers and project leaders through correspondence, documentation, written communication, media releases, and other staff assistance. The Adjutant, by direction of the Presiding Officer, may prepare agendas for meeting, record member participation and attendance, and prepare and monitor the calendar of events for the Detachment. The Adjutant is also responsible for official notifications to the members.

### Characteristics and Traits

- Ability to accurately record resolutions and carried motions of the Detachment.
- Ability to accurately record minutes of meetings to details, and capability to recall information
- Ability to print/write legibly, type and/or utilize a computer for the Detachment permanent records.
- Capability for assembling information, and providing Officers and members' data regarding Detachment actions, programs and listings.
- While not mandatory, a computer and computer skills (particularly word processing) are extremely helpful for this job

**Keeping Accurate Minutes of Meetings.** – The purpose of recording minutes of Detachment meetings is to have a written commentary on meeting events, reasons for decisions and actual actions taken. Accurate records should be recorded for review and/or audit. For some decisions, the record is required for legal reasons – both State Corporate requirements and League Audit purposes. The presence of minutes and records is indicative of organization and provides information for future use within the Detachment. It is not important to write every detail but the salient points of discussion and actions taken are necessary.

**Prepare and Transcribe Minutes for Permanent Record of the Detachment** – Minutes should be transcribed into a book or binder that passes to each succeeding Adjutant for the Detachment permanent records. This should be done immediately after the meeting has taken place when the information or other factors appropriate for recording will still be fresh in the Adjutant's memory. Periodically, the Adjutant may want to include an index of topics for easy reference in the future. The records should be maintained in chronological or reverse order and include meeting date, location, type of meeting, Officers present and members present, if appropriate.



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**Assure That Resolutions Are Maintained as Corporate Records** – The minutes of meetings, particularly resolutions (decisions made that affect how business is to be conducted, amendments/changes to Bylaws and other decisions regarding finances and program) must be maintained as permanent record of the Detachment's activities and actions within its Corporate Charter. Because the Detachment is chartered as a non-profit organization, its activities must conform to the letter and spirit of that Corporate Charter and are subject to audit by the State within which the Detachment is chartered.

**Correspondence, Bulletins and Communications** – The Adjutant also serves as secretary in support of official correspondence, bulletins and other written communication of the Detachment. By direction, the Adjutant should assist in providing any type of correspondence on behalf of the Officers of the Detachment. This assistance may include special letters, form letters, agendas, listings of members and prospects, Detachment contact lists, bulletins of special meetings, and any other correspondence deemed necessary. In addition, it is the responsibility of the Adjutant to prepare, complete and forward the Report of Officer Installation (ROI) upon the election and Installation of Officers. Also, to complete and send an amended ROI if there is any change in Officers between elections. The Adjutant (in conjunctions with the Board of Trustees) will prepare and mail the annual Department and/or National Convention materials as prescribed. The Adjutant may also be required to assist the Paymaster in the completion and mailing of the Membership Transmittal forms monthly.

**Maintains Detachment Records** – In addition to preparing Detachment minutes, records and other communications, the Adjutant is responsible for (in the absence of a Historian) maintaining, organizing and filing correspondence and letters/certificates of merit that will preserve a chronological documentary of Detachment actions and events.

**Report At Meeting** – An abbreviated report of the prior meeting should be prepared and printed for distribution at the next meeting of the Detachment. The report should be concise and emphasize business issues that include resolutions, decisions, actions and discussions. The report may be modified from the floor if warranted before being approved. If a separate Officers meeting has been held, it is advisable to read a report of that meeting at the general membership meeting if decisions have been made by the Officers.

**Summary** – The Adjutant plays an important role in Detachment operations by providing records of decisions and programs and by assisting the Officers in communication activities. In addition to the fact that minutes and records are legal documents, both for the Marine Corps League and the State, the information can be extremely useful in determining why courses of action were chosen and what programs (and their results) have been tried before.



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## **Job Description from the *Detachment 1340 Bylaws*.**

### **Section 4.3. Appointed Officers.**

The Commandant shall appoint the following Detachment Staff Officers to assist in the administration of the business of the Detachment during his term of office. Those appointed may be Regular or Associate Members.

#### **A. Adjutant.**

The Adjutant and Paymasters Office may be combined into one office. The Adjutant is the recording officer for the Detachment.

The Adjutant shall:

- (1). Record accurate minutes of meetings, particularly resolutions, and transcribed the minutes to permanent record.
- (2). Organize and file those pertinent records and documents of the Detachment, which are not the duty of another officer to maintain.
- (3). Assist the Commandant with the preparation of the meeting agendas.
- (4). Maintain record books in which the bylaws, minutes, and standing rules are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
- (5). Call the roll at meetings.
- (6). Send out notice of special meetings, and to conduct the general correspondence of the Detachment.
- (7) Be responsible for notifying the following government agencies of changes of addresses of responsible report officer: Internal Revenue Service, California Secretary of State, and California Attorney General's Office.
- (7). To surrender all books, records and properties of the Detachment to the duly appointed successor.
- (8). Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.