

Job Description: MCLA Memorial Fund Committee

Purpose

The MCLA Memorial Fund Committee is responsible for the oversight, management, and distribution of Memorial Fund monies to ensure financial assistance is provided exclusively to eligible recipients in strict accordance with established guidelines and national administrative procedures.

Duties and Responsibilities

The Committee shall:

1. Use of Funds

Ensure that all monies received through donations, remembrances, or memorial contributions to the Memorial Fund are used **solely** to assist:

- Distressed Marines
- Fleet Marine Force (FMF) Navy Corpsmen
- FMF Navy Chaplains
- Eligible family members of the above

All assistance must comply with the guidelines set forth in **Enclosure #36**.

2. Custody and Accounting of Funds

Ensure that all Memorial Fund monies are:

- Maintained at **National Headquarters**
- Kept in a **separate, dedicated ledger account**
- Properly recorded for purposes of **accounting, auditing, and authorized distribution**

3. Selection of Recipients

Exercise **sole discretion** in the selection of recipients for assistance, with the **advice and counsel of the National President**, who shall serve as an **ex officio member** of the Committee.

4. Acknowledgment of Donations

Ensure that appropriate written acknowledgment is sent to:

- All donors
- Individuals or families honored or memorialized by contributions

5. Determination of Assistance Amounts

Upon investigation and review of a request for assistance, the Committee shall determine whether aid is warranted.

- If approved, the Committee shall authorize an assistance amount **not to exceed \$1,000 per request**.

6. Financial Reporting Requirements

In accordance with **MCLA National Administrative Procedures, Chapter Eight, Section 800**, the Committee Chairman shall file with **National Headquarters of both the MCL and the MCLA**:

- At the **Midwinter Conference**, and
- At the **National Convention**,

a **true and complete financial statement** reflecting **itemized total income and expenses** for the **preceding six (6) months**.

Authority

The Committee operates under authority granted by the National organization and shall act in compliance with all applicable bylaws, administrative procedures, and Memorial Fund guidelines.

Accountability

The Committee is accountable for:

- Ethical stewardship of Memorial Fund resources
- Accurate financial reporting
- Fair, confidential, and impartial evaluation of assistance requests
- Strict adherence to governing rules and procedures

The Chairman of the MCLA Memorial Fund Committee shall have the following specific duties and responsibilities:

Chairman-Only Duties: MCLA Memorial Fund Committee

1. Leadership and Oversight

Provide leadership to the Committee by:

- Convening and presiding over Committee meetings
- Ensuring all Committee actions comply with governing bylaws, administrative procedures, and Memorial Fund guidelines
- Maintaining confidentiality and impartiality in all matters involving requests for assistance

2. Coordination of Assistance Requests

- Receive and coordinate the review of all requests for Memorial Fund assistance
- Ensure that each request is properly investigated and documented prior to Committee consideration
- Facilitate Committee discussion and decision-making regarding approval or denial of assistance

3. Authorization and Communication

- Ensure approved assistance amounts (not to exceed \$1,000 per request) are properly authorized and communicated to National Headquarters for disbursement
- Serve as the primary point of contact between the Committee and National Headquarters regarding Memorial Fund matters

4. Financial Reporting

In accordance with **MCLA National Administrative Procedures, Chapter Eight, Section 800**, the Chairman shall file with **National Headquarters of both the MCL and the MCLA**:

- At the **Midwinter Conference**, and
- At the **National Convention**,

a **true and complete financial statement** showing **itemized total income and expenses** for the preceding **six (6) months**.

5. Recordkeeping and Accountability

- Ensure accurate records are maintained for all assistance requests, approvals, and distributions
- Verify that Memorial Fund monies are properly tracked within the designated ledger account maintained at National Headquarters
- Cooperate fully with any authorized audit or financial review

6. Liaison Responsibilities

- Consult with the **National President**, who serves as an **ex officio member** of the Committee, regarding recipient selection and policy matters
- Report Committee activities and recommendations as required to National leadership