

UNIT PRESIDENT

Congratulations on receiving honor, trust, and respect of your Unit to secure the highest position possible within the Marine Corps League Auxiliary Units. Please serve your units with integrity, steadfastness, and equality.

Your Mission is to serve your membership by grooming your replacement as you set forth in performing the duties of your office.

Your knowledge and tools are available to you in the library at www.nationalmcla.org. It is in your best interest to become familiar with these tools and review them before they are needed.

A brief overview of your responsibilities as Unit President:

SECTION 630 - RESPONSIBILITY - UNIT PRESIDENTS - Keep a log of Unit reports for the incoming Unit Presidents, as well as any reports she may have written during her tenure.
RECORDS TO BE RETAINED FOR FOUR (4) YEARS plus current year. (Rev 08/23)

(A) The Unit President shall preside at all meetings of their respective Unit. In addition, the Unit President shall:

(1) Observe and enforce the observance of the Unit Charter and the Unit Bylaws, Department Bylaws, National Bylaws, and Administrative Procedures of the Marine Corps League Auxiliary.

(2) Direct to all Officers and Members such orders as are not in conflict with the Unit Bylaws, Department Bylaws, National Bylaws and Administrative Procedures that are necessary for the proper conduct of business.

(3) Seek the advice of the Unit's Staff.

(4) The Treasurer has custody of all funds and property of the Marine Corps League Auxiliary, subject to the supervision of the President, Auditors, and membership.

(6) Appoints the following Staff Officers: (a) Captain of the Guard (b) Treasurer (c) Auditor(s) (d) Chaplain (e) Historian (f) Any other Staff Officers as are deemed necessary.

(7) Appoints such Standing Committees as are necessary.

(8) Represent her Unit at all social functions and ceremonies in such manner as will enhance the dignity, honor and prestige of this organization.

(9) Perform such other duties as are directed from time to time.

(10) Be a member of her Unit's Budget Committee.

Elected officers of President and Judge Advocate may not hold two elected offices and may not hold the elected or appointed office of Secretary or Treasurer or Secretary/Treasurer.

Be familiar with the Uniform and Regalia Code of the MCLA. (Enclosure #20)

Advice: Create a Monthly table of recurring events.

January:

Monthly Meeting: _____

February:

Monthly Meeting: _____

Mardi Gras

March:

Monthly Meeting: _____

Easter/Good Friday

April:

Monthly Meeting: _____

Mother's Day

May:

Monthly Meeting: _____

Memorial Day Event

June:

Monthly Meeting: _____

Father's Day

July:

Monthly Meeting: _____

Dues are due

August:

Monthly Meeting: _____

Transmittal due

September:

Monthly Meeting: _____

October:

Monthly Meeting: _____

November:

Monthly Meeting: _____

Marine Corps Birthday Celebration

Toys for Tots Kick off

Thanksgiving

December:

Monthly Meeting: _____

Toys for Tots Distribution

Christmas Eve

Christmas Day

New Year's Eve

Use this template and add any yearly fundraising events that you participate in or you coordinate. This can help you plan your year and will help your replacement to know how to plan theirs.

