

Responsibilities of the Unit/Department Captain of the Guard

Her role centers on custodial, order-keeping, and ceremonial responsibilities tailored to the Unit/Department or Department.

Unit/Department Captain of the Guard

1. Custodian of Ritualistic Properties:

- Manage and maintain Unit/Department ritualistic items, such as the Colors, Bible, Gavel, Altar Cloth, and Unit/Department Charter, ensuring they are properly placed before meetings or ceremonies and stored afterward (inferred from National Bylaws, Section 310(F)).
- Ensure the Altar is set up with a clean cloth and the Bible is present, respecting "hallowed ground" protocols (Administrative Procedures, Section 1005(A)).

2. Maintaining Order:

- Preserve decorum during Unit/Department meetings, ensuring members adhere to the Ritual and respect ceremonial spaces (A.P. Section 1005), When directed by the Unit/Department President clearing the room of disturbances during a hearing board (inferred from Bylaws Section 900(C)(4)).
- Control entry to meetings, verifying attendance or credentials if required.

3. Ceremonial Support:

- Assist in rituals and ceremonies, such as initiations, installations or memorial services. Always wearing the full uniform when performing ritualistic floor duties (A.P. Section 1005(G)(1)).
- Support the Unit/Department Chaplain during events like member memorials ensuring ceremonial items are available (A.P. Section 720).

4. Support to Unit/Department Leadership:

- Serve as an advisor of the Unit/Department's Board of Trustees, contributing to governance through ceremonial and order-keeping roles.
- Preserve order at the Unit/Department Meetings and shall be in command of the door at all Unit/Department Meetings.
- Admit no one during election of officers, nor allow anyone to leave during the election.
- Allow no one to enter the Unit/Department Meetings without proper and approved credentials.
- Report to the Unit/Department President all who are waiting to enter the Unit/Department Meetings.
- Oversee the signing of the attendance register of attendance by all members upon entering Unit/Department Meetings. Attendance record to be in care of Unit/Department Guard and to be at the door at least thirty (30) minutes prior to meeting opening. All members entering any meetings must sign the attendance register.

Unit/Department Capt. of Guard Continued)

Unit/Department Guard should:

- Assist the Unit/Department President in performing duties as are prescribed in the Bylaws, Ritual and Administrative Procedures.
- Be custodian of all ritualistic property of the Auxiliary, such as Colors, Bible, Gavel, Altar cloth, Charter and any other items that may be used in ceremonies prescribed in the Bylaws, Ritual and Administrative Procedures.
- Arrange the proper seating arrangements for the Unit/Department officers, members, associate members, prospective members and guests, and maintain the proper seating arrangements at all times. (See Enclosure #3)
- Allow NO ONE to pass between the Altar and the Unit/Department President's station when the Bible is open, except in ritualistic ceremonies. (See Enclosure #4)
- See that the Altar is properly placed and no articles other than Altar cloth and Bible be placed on the Altar, except in ritualistic ceremonies.
- Direct Color and Banner Bearer to post the colors properly. The US Flag is to be placed on the right of the Unit/Department President. (See Enclosure #3)
- Escort all guests who wish to be admitted to the meeting room when ordered by the Unit/Department President.

(5) Surrender all property of the Marine Corps League Auxiliary, with which the office is charged, to the Unit/Department President at the close of the meeting.

(6) Shall supervise the Unit/Department Color Bearer, Unit/Department Banner Bearer and Color Escort Team during Line of March. (See Enclosure#5)

Conclusion

The Unit/Department and Department Captain of the Guard is responsible for managing ritualistic properties, maintaining order, supporting ceremonial activities, and assisting leadership at their respective levels. The exact duties would be detailed in the Unit or Department's own bylaws, as both documents allow flexibility in officer roles.

In practice, the Captain of the Guard ensures the Unit/Department or Department upholds MCLA traditions and decorum, contributing to the organization's mission through ceremonial and orderly conduct utilizing the National Bylaws, Administrative Procedures, Enclosures and Ritual. For a precise definition, a member should consult their Unit/Department or Department Bylaws.