

# Aide-de-Camp role in the Department of Arizona

## Tips for Success as an Aide-de-Camp

### **# 1 Understand Your Role.**

First and foremost, you must know your role. You must understand that job is to do whatever the Department Commandant asks so you can make their life easier. Your job is to serve the Department Commandant and teach and mentor the Detachments in your area.

### **# 2 Be Humble.**

You have to humble yourself if you want to succeed in the job. As an Aide-de-Camp you might not be used to traveling and working with other Detachment officers. You might not be used to mentoring and training. You might even think you are "too good" to do some of the tasks you are being asked to do. Humble yourself or you will not survive in this job.

### **# 3 Be a Sponge.**

Serving as an Aide-de-Camp is a rare opportunity. One of the greatest aspects of the job is the things you will be exposed to. You will be around other Detachment members from different walks of life. You will learn new ideas. You will learn how the "big" decisions are made. You will see how the other Detachments work. This is a once in a lifetime experience that you should cherish and soak up.

### **# 4 Network with Everyone You Can.**

You will meet some of the Marine Corps Leagues movers and shakers while you are in the job. Do what you can to form good professional relationships with each person you meet. These relationships can really excel your career. Network with other MCL leaders and other Aide-de-Camps. Build up a solid network that will benefit you through your MCL career. Be nice to everyone you meet and try to make a good first impression.

### **# 5 Never make the Department Commandant Look Bad.**

Your # 1 priority is to NEVER put the Department Commandant in a position where you make him/her look bad. Make sure you are never late. Make sure you never speak for the Department Commandant unless specifically told to do so. Never speak off record or try to tell someone what you think the Department Commandant is thinking.

### **# 6 Make sure you know the National, Department By-Laws and Administrative procedures and Robert's Rules of Order.**

During your tour of duty, you will be the one that the Detachments in your area will look to for guidance and support. You need to be intimately familiar with all the rules that guide both the Department of Arizona and the Detachments you are assigned to help. All of your personal ambitions should be put on hold. Your job is to make the Detachments in your area and the Department of Arizona successful. Make them successful and you will be successful.

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## **# 7 Maintain Your Discipline and Professional Appearance**

You always represent the Department Commandant. You must stay in the know, be always highly disciplined. Don't think that you are better than any Detachment members as you visit. Treat other people well and be always a professional. Remember that you are there to support the Detachments in your area and help them to grow and be successful.

## **# 8 Make plans to visit Each Detachment in your area.**

You should plan your year out and discuss your visits and the support you can provide with each Detachment Commandant. Besides visiting at regular detachment meetings, you can support your detachments in many other ways. If they have an event going on and have a lack of manpower volunteer to help and reach out to other MCL detachments and members to garner the help that the detachment needs to grow and be successful. Be a sounding board for your detachments and ensure that word gets passed to help them be successful. You should visit each detachment in your area at least twice (2 times) every year. Once from June to and once from November and once from December to May.

## **# 9 Make sure you send a report directly to the Department Commandant.**

You should send the Department Commandant a report at least every three (3) months. June-August; September-November; December-February; and March-May. Remember you report directly to the Department Commandant.

## **# 10 Make sure you are an Active member of your home Detachment.**

You need to make sure that you are an active member of your home detachment. This means that you attend your home detachment meetings and any and all events that your detachment hosts. DO NOT disappear from your home detachment as you MUST be an active member to hold this Department Billet.