



BY-LAW 2 ANNEX A PRESIDENT (CHIEF EXECUTIVE OFFICER) AND VICE-PRESIDENT TERMS OF REFERENCE

GENERAL

1. The President and Vice-President are elected by the membership of the Association or, in the case of the President, may also be appointed by the CFPM. These two positions work in tandem and as a partnership and are the principal stewards for the well-being of the Association. In this, they are responsible to the membership for all aspects of the operation, management, and administration of the CMPA and are accountable to the membership for the ethical, effective, and efficient conduct of the Executive and Association activities.

2. Given the interrelationship between the CFPM, and the Military Police Branch, and the activities of the Association, which is fundamental to the continued well-being and viability of the Association, the President and Vice-President must represent a cross section of the Branch, the Association, and its membership. In order to best ensure this dynamic, if the President is a retired member, the Vice-President should be, if possible, a serving member of the MP Branch. Conversely, if the Vice-President is a serving member, the Vice-President should be a retired member.

PRIMARY DUTIES AND RESPONSIBILITIES

- Is the principal member of the Executive responsible to ensure Association activities enable and enhance the principles and objectives of the Association as set out in predominant, and supporting, documentation such as its Vision, Mission Statement, and Constitution and ancillary By-Laws;
- Is responsible for ensuring the ongoing viability and sustainability of the Association and its continued relevance to its members;
- Provides overall strategic direction to the CMPA, and its Executive, regarding policies, plans, programs, and objectives;
- Provides operational guidance and direction to the members of the Executive Committee;
- Chairs Executive Committee meetings;
- Chairs the Association Annual General Meeting (AGM);
- Participates, with the Executive, in developing a dynamic strategic plan to guide the CMPA;
- Acts as the primary spokesperson for the Association;
- Conducts official correspondence on behalf of the CMPA;
- Maintains communications with the Canadian Forces Provost Marshal (CFPM), Branch Advisor, Col Commandant, and Honorary Col/LCols, and other Branch authorities and advises on Association developments;
- Represents the CMPA at the Conference of Defence Associations (CDA) and Branch activities such as the CFPM Branch Council and Symposia meetings;



- Informs members of CDA developments;
- Working with the CFPM, sponsors & participates in CDA activities;
- Conveys condolences on death of members; and
- Appoints as required:
 - Ancillary, ad hoc sub-committees of the Executive Committee to address specific issues,
 - A nomination committee for the identification of suitable candidates for the positions of President and Vice-President.

OPERATIONAL PLANNING

- Oversees the development of an operational plan, which incorporates Association goals and objectives, that works toward the strategic direction of CMPA and the Military Police Branch;
- Ensures the operation of the Association meets the expectations of the membership;
- Oversees the efficient and effective routine operation of the CMPA; and
- Ensures membership records are securely stored, and privacy/confidentiality is maintained in accordance with applicable policies, legislation, &c.

PROGRAM PLANNING AND MANAGEMENT

- Oversees the planning, implementation, and evaluation of CMPA programs and services;
- Ensures programs and services offered by the CMPA contribute to the CMPA mission and objectives and reflect the priorities of the Executive and its membership;
- Monitors the delivery of the programs and services of the CMPA to maintain or improve quality;
- Oversees the planning, implementation, execution, and evaluation of both routine and special projects;
- Determines staffing requirements for CMPA management and program delivery; and
- Tables an annual report at the Annual General Meeting (AGM).

FINANCIAL MANAGEMENT

- Works with the Executive and the CMPA Treasurer to prepare a comprehensive budget;
- Researches funding sources, oversees the development of fundraising plans, and writes funding proposals to increase the funds of the Association;
- Participates in fundraising activities as appropriate;
- Approves expenditures within the authority delegated by the Executive;
- Ensures fiscal, financial, and fiduciary responsibilities are met and sound bookkeeping and accounting procedures are followed;
- Oversees the administration and management of Association funds according to the approved budget and monitors the cash flow of the Association;



- Ensures the Executive is provided with comprehensive, regular reports on the revenues and expenditures of the Association; and
- Ensures the CMPA complies with all policies, procedures, legislative requirements, &c.

COMMUNITY RELATIONS/ADVOCACY

- Communicates with the members to keep them informed of the activities of the CMPA and the Military Police Branch; and
- Establishes and maintains positive working relationships and collaborative arrangements with other organisations to help achieve the aims and objectives of the Association and the Military Police Branch.

RISK MANAGEMENT

- Identifies and evaluates the risks to the CMPA and implements measures to mitigate these risks;
- Develops and implements appropriate consequence management policies, plans, procedures, protocols, &c to ensure an effective and efficient return to normal operations is achieved in the case of a disruption or dislocation;
- Ensures the Association carries appropriate and adequate insurance coverage; and
- Ensures the Executive and staff understand the terms, conditions, and limitations of the insurance coverage.

VICE-PRESIDENT

3. In the absence of the President, or as directed by competent authority, the Vice-President deputises for the President and assumes the responsibilities of the President. In addition, the VP shall be responsible to the President and the Executive for the following, specific roles and responsibilities:

- Co-ordinates the preparation of the annual report;
- Advises and regularly consults with the President and the Executive on governance matters and strategic/operational issues;
- Oversees the preparation of the annual budget by the Treasurer and assists with the co-ordination of annual funding and special funding requirements;
- Is a signatory on the CMPA bank account;
- Drafts, or assists in drafting, policies for the approval of the Executive and prepares procedures to implement CMPA policies;
- Reviews existing policies on an annual basis and recommends changes to the Executive as appropriate; and
- Performs other Association duties as directed by the President.