



BY-LAW 2 ANNEX A - PRESIDENT (CHIEF EXECUTIVE OFFICER)  
AND VICE-PRESIDENT (REGULAR FORCE MEMBER)

TERMS OF REFERENCE

PRESIDENT

1. The President of the CMPA, elected by the membership, is responsible to the membership for all aspects of operations and administration associated with CMPA and is accountable to the membership for the ethical and effective management of all Association activities.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provides overall long-term direction to the CMPA, regarding its policies, objectives, plans and programs;
- Provides direction and guidance to members of the Executive Committee;
- Acts as chairperson for Executive Committee meetings;
- Participates with the Executive in developing a vision and strategic plan to guide CMPA;
- In addition to the Chair of the Executive , acts as a 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 Commandant, and advises on Association developments;
- Represents CMPA at the Conference of Defence Associations (CDA) and Canadian Forces Provost Marshal Branch Council and Symposia meetings;
- Informs members of CDA developments;
- Working with the CFPM sponsors & participates in CDA Resolutions;
- With support from the Regional Directors, liaises with Reserves units;
- Appoints as required:
  - a. A standing committee of Past Presidents & allocates specific tasks;
  - b. A nomination committee;
  - c. Conveys condolences on death of members; and
  - d. Is a signatory on the CMPA Bank Account.

OPERATIONAL PLANNING

- Oversees the development of an operational plan which incorporates goals and objectives that work towards the strategic direction of CMPA and the Military Police Branch
- Ensures that the operation of the organization meets the expectations of the membership;
- Oversees the efficient and effective day-to-day operation of CMPA; and
- Ensures that membership records are securely stored and privacy/confidentiality is maintained.

#### PROGRAM PLANNING AND MANAGEMENT

- Oversees the planning, implementation and evaluation of the CMPA programs and services;
- Ensures that the programs and services offered by CMPA contribute to CMPA mission and reflect the priorities of the Executive and its membership
- Monitors the day-to-day delivery of the programs and services of CMPA to maintain or improve quality;
- Oversees the planning, implementation, execution and evaluation of 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 fund raising plans and writes funding proposals to increase the funds of the organization;
- Participates in fundraising activities as appropriate;
- Approves expenditures within the authority delegated by the Executive;
- Ensures that sound bookkeeping and accounting procedures are followed;
- Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization;
- Provides the Executive with comprehensive, regular reports on the revenues and expenditures of the organization; and
- Ensures that CMPA complies with all legislation.

#### COMMUNITY RELATIONS / ADVOCACY

- Communicates with the members to keep them informed of the work of CMPA and to identify changes in the Military Police Branch; and



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- Establishes good working relationships and collaborative arrangements with other organizations to help achieve the goals of the organization and the Military Police Branch.

## RISK MANAGEMENT

- Identifies and evaluates the risks to CMPA volunteers, finances, and image, and implements measures to control risks;
- Considers the need for adequate insurance coverage; and
- Ensures that the Executive and staff understand the terms, conditions and limitations of the insurance coverage.

## VICE-PRESIDENT

2. In the absence of the President or as directed, the Vice-President will assume the responsibilities of the President.

- Stands in for the President during his absence;
- Co-ordinates the preparation of the Annual Report;
- Advises and regularly consults with the president and the executive on governance matters and strategic 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 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.