



Canadian Military Police  
Association  
PO Box 41190  
1910 St Laurent Blvd  
Ottawa, ON

## **BY-LAW 2 ANNEX B SECRETARY TERMS OF REFERENCE**

1. The CMPA Secretary is selected by the Executive Committee and is a voting member of the CMPA Executive Committee. The Secretary is responsible for carrying out the following roles and responsibilities:

- Act as the custodian of the CMPA Constitution and By-Laws;
- Maintain the filing system for all CMPA correspondence;
- Receive correspondence and prepare and staff correspondence for the signature of the President, as directed;
- Make technical and administrative arrangements (e.g. booking conference room) for the conduct of meeting(s);
- In preparation for meeting(s) (e.g. Executive Committee or AGM):
  - Solicit members of the Executive Committee for items of discussion (either new or old business) including updates on ongoing issues. Standard agenda items include opening/closing remarks (Chair), approval of previous minutes (Secretary), a financial status (Treasurer), and a membership status (Director of Membership) although normally all Directors will have an opportunity to provide the Executive Committee with an update on their respective portfolios;
  - Review the minutes of previous meetings and include any outstanding items from previous meetings (i.e. old business);
  - Produce a draft agenda from the items submitted to the President for approval;
  - Circulate official notice of meeting date, time, location, agenda, and minutes of previous CMPA meetings; and
  - Review any briefs or documents submitted in support of a complex agenda item, organize them into the sequence of the agenda, and provide them to the President;
- During the meeting:
  - Ensure technical arrangements required for the conduct of the meeting are in place;
  - Record the names and positions of all those in attendance, including whether they are at the meeting in person or virtually, and those that are absent;
  - Confirm all attendees had an opportunity to review the minutes from the previous meeting and whether or not there were any corrections, additions, etc and asking for adoption of the minutes of the previous meeting; and
  - Keep a detailed record of the proceedings (i.e. minutes) of the deliberations, discussions, and decisions taken (including the position of persons making and seconding any motion), designation of an OPI for action items, and any milestones to be met. Minutes are to include when and where the meeting



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was held, when the meeting was called to order and when it was adjourned;

- After the meeting:
  - Produce draft minutes for the President's approval; and
  - Upon obtaining approval, distribute the minutes to the members of the Executive Committee for action/information, as appropriate;
- Maintain an inventory of all Association property;
- Be prepared to be a signatory on the CMPA bank accounts;
- Submit CMPA resolutions to CDA;
- Advise CDA of attendees for annual conference on defence and security;
- Receive and distribute the essays and other correspondence associated with the CMPA Scholarship Program, to those members of the Executive Committee designated to adjudicating submissions;
- Maintain annual Association management milestones (1 Jan to 31 Dec); and
- Perform other Association duties as directed by the President or Vice-President.

2. The Secretary may appoint an assistant Secretary to assist them in the completion of these tasks. If so appointed, this non-voting assistant will be responsible to the Secretary for the provision of assistance in any facet of these terms of reference. The Assistant Secretary may be authorized a vote on the Executive in the absence of the Secretary, if approved by the President.