

## **BY-LAW 2 ANNEX B**

### **SECRETARY**

#### **TERMS OF REFERENCE**

1. The CMPA Secretary is elected by the membership and is a voting member of the CMPA Executive Committee. The Secretary is responsible to the President and shall:

- Act as the custodian of the Constitution and By-laws;
- Maintain the filing system for all CMPA correspondence;
- Receive correspondence and staff letters for the signature of the President as directed;
- Make technical and administrative arrangements for meetings;
- In preparation for meetings:
  - a. Draw up a draft agenda from the items submitted and those provided by the President;
  - b. Review the minutes of any previous meetings and include any outstanding items on the new agenda;
  - c. Circulate official notice of meeting date, time, location, agenda and minutes of previous CMPA meetings;
  - d. Review the submitted briefs, organize them into the sequence of the agenda and submit them to the President;
- Maintain an inventory of all Association property;
- Is a signatory on the CMPA Bank Accounts;
- Receive all correspondence with respect to memberships, Retirement Credentials and Departure gift applications, Direct correspondence to the respective Executive member for action;
- Arrange accommodations as required, Mess Dinners, AGM etc.;
- Arrange suitable conference rooms for CMPA and AGM meetings as required;
- Submit Resolutions to CDA;
- Advise CDA of attendees for annual conference on defence and security;
- Announce Academic Award & Essay competitions, as appropriate;
- Provide liaison between membership and executive and ensure a permanent record is maintained of all business activities;
- Ensure a registration list is provided at each function for members;
- Maintain Management milestones – Association Year 1 Jan to 31 Dec; and
- Perform other Association duties as directed by the President or Vice-President



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2. The Secretary may appoint an assistant Secretary to assist him/her 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.