



Canadian Military Police Association
PO Box 41190
1910 St Laurent Blvd
Ottawa, ON
K1G 1A0

**BY-LAW 2 ANNEX C
TREASURER
TERMS OF REFERENCE**

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

- In conjunction with the NPP, prepare an annual operational budget;
- Prepare and present an updated financial statement at each meeting of the CMPA Executive Committee;
- Maintain a financial register detailing all income and expenses ensuring said register matches the NPP financial records;
- Obtain from the NPP a quarterly, or as required, financial statement, for CMPA Executive Committee meetings;
- Receive all monies destined for the CMPA and deposit such in the CMPA bank account;
- Liaise with the NPP and ensure all expenses duly incurred by the CMPA are paid;
- Request from the NPP, funding for CMPA funded events as voted by the CMPA Executive Committee;
- Is a signatory on the CMPA bank account;
- Provide financial guidance to the CMPA Executive Committee;
- Arrange, under the direction of the NPP, an annual account audit by a disinterested party; and
- Perform other duties as directed by the President or Vice-President.