



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 elected by the membership and is responsible to the President. The Treasurer shall:

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