



Canadian Military Police Association  
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**BY-LAW 2 ANNEX D  
DIRECTOR OF MEMBERSHIP  
TERMS OF REFERENCE**

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

- Ensure that the needs and wishes of the general membership are represented to the Executive Committee,
- Screen membership applications to ensure their legitimacy;
- Correspond with membership applicants, as appropriate;
- Ensure the membership e-mail account is checked regularly;
- Respond to queries from the membership in relation to their membership status;
- Maintain the Association membership database to include the membership card number assigned to the individual member;
- Create CMPA membership cards and mail the cards to the members;
- Maintain a CMPA membership (card) database;
- Advise the Purchasing Agent, MP Kit Shop when stock to produce membership cards is required;
- Provide a membership status report for each meeting of the Executive Committee or as requested;
- Develop and maintain a membership plan;
- Maintain CMPA assets and provide an annual report to the Treasurer for Audit purposes;
- Assist the Associate Directors of Reserve, Retired, and Associate members in the performance of their duties; and
- Perform other duties as directed by the President or Vice President.

2. The Director of Membership may appoint other non-voting members to assist in the completion of these tasks.

Appendix 1 – Associate Director of Reserve Members

Appendix 2 – Associate Director of Retired Members

Appendix 3 – Associate Director of Associate Members