



Canadian Military Police Association
PO Box 712
Winchester, ON
K0C 2K0

**BY-LAW 2 ANNEX D APPENDIX 1
ASSOCIATE DIRECTOR RESERVE MEMBERSHIP
TERMS OF REFERENCE**

1. The Associate Director Reserve Membership, a serving member of the CF Primary Reserve, is selected by the Executive Committee and is a non-voting member of the CMPA Executive Committee. The incumbent's primary role is to serve as an advisor to the CMPA Executive Committee to ensure that the perspective and concerns of Reserve Force Military Police members are adequately addressed and taken into consideration in the deliberations and decision of the Executive Committee. The Associate Director Reserve Membership, who will normally report to the Director of Membership, is responsible for carrying out the following roles and responsibilities:

- Act in the capacity of a national representative for Reserve Force members of the CMPA;
- Represent and raise any concerns of the Reserve Force membership at meetings of the Executive Committee;
- Foster new memberships and revenues sources;
- Identify and report on any special interests or needs of Reserve MP members;
- Ensure that Reserve Force members are receiving Association information;
- Direct routine administration queries from Reserve Force members to the appropriate Director;
- In conjunction with the Director of Retirement and Departure Benefits, coordinate the development and procurement of a suitable retirement memento for Reserve CMPA members;
- Provide a status report to the Executive Committee on Reserve Force membership as required; and
- Perform other duties as directed by the President or Vice President or Director of Membership.