



Canadian Military Police Association  
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## BY-LAW 2 ANNEX D APPENDIX 1 - RETIREMENT GIFT COORDINATOR

### TERMS OF REFERENCE

1. A Retirement Gift Coordinator appointed by the Military Police Branch will be responsible to perform the following functions. A retiree CMPA member may be appointed to assist the Retirement Gift Coordinator and acts on his/her behalf.

- Assists the Director Membership and Treasurer in verifying the identity of Military Police and other prospective members who apply for membership;
- Co-ordinates the acquisition of the Military Police retirement mementoes;
- Receives requests, confirms validity and processes applications, arranging for presentation of the Retirement Mementoes in accordance with existing policies.
- Liaises with suppliers/manufacturers of the retirement gifts, as necessary;
- Manages and accounts for a Petty Cash float used to cover purchase and shipping costs in support of CMPA programs; and
- Maintains CMPA assets and provides an annual report to the Treasurer for Audit purposes.