



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

## **BY-LAW 2 - ANNEX D**

### **DIRECTOR MEMBERSHIP**

#### **TERMS OF REFERENCE**

1. The CMPA Director Membership is elected by the membership and is a voting member of the CMPA Executive Committee. The Director Membership is responsible to the President and shall:

- 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 Email account is checked regularly;
- Respond to queries from the membership in relation to their membership status;
- Maintain the Association membership database;
- Create CMPA Membership Cards and mail the cards to the members;
- Maintain a CMPA Membership card database;
- Advises the MP Kit shop purchasing agent when stock to produce membership cards is required;
- Provide a Membership status report for each Executive meeting or as directed;
- Develop and maintain a Membership plan;
- Maintains CMPA assets and provides an annual report to the Treasurer for Audit purposes.
- Assist the Associate Directors or Reserve, Retired and Associate members in the performance of their duties;
- Perform other duties as directed by the President or Vice President.

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

Annex D – Appendix 1 – Associate Director Reserve Members

Annex D – Appendix 2 – Associate Director Retired Members

Annex D – Appendix 3 – Associate Director Associate Members