



Canadian Military Police Association  
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## BY-LAW 2 ANNEX D – DIRECTOR MEMBERSHIP

### TERMS OF REFERENCE

1. The CMPA Director Membership is elected by the membership and is responsible to the President.
2. The Director Membership shall:
  - Ensure that the needs and wishes of the General Membership are represented to the Executive Committee, including those special interests or needs of Retired and/or Reserve MP members;
  - Screen membership applications to ensure their legitimacy;
  - Correspond with membership applicants, as appropriate;
  - Maintain the Association membership database;
  - Provide a Membership status report for each Executive meeting or as directed;
  - Make available a membership listing to the Director Regional Affairs, as appropriate, for management of regional membership;
  - Receive applications for retirement mementoes;
  - Verify the status of the member requesting retirement mementoes;
  - When applications are authorized, and the member is in good standing, forward the application to the Retirement Gift Coordinator for action;
  - Develop and maintain a Membership plan;
  - Respond to queries from the membership in relation to their membership status;
  - Perform other duties as directed by the President or Vice President.
3. The Director Membership may appoint other non-voting members to assist in the completion of these tasks.

Appendix 1 Gift Coordinator

Appendix 2 Reserve Membership Representative