



Canadian Military Police Association  
PO Box 41190  
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Ottawa, ON  
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## **BY-LAW 2 ANNEX E**

### **DIRECTOR RETIREMENT AND DEPARTURE BENEFITS**

#### **TERMS OF REFERENCE**

1. A Director Retirement and Departure Benefits, normally a retiree CMPA member, appointed by the CMPA and is a voting member of the CMPA Executive Committee. The Director Retirement and Departure Benefits will be responsible to perform the following functions:

- Assists the Director Membership in verifying the identity of present and former Military Police and other prospective members who apply for membership;
- Receive applications for retirement mementoes;
- Verify the status of the member requesting retirement mementoes;
- Confirm validity and processes applications;
- Co-ordinates the acquisition of the Military Police Departure Gifts;
- Liaises with CFMP Group J7 MP Badge coordinator reference receiving the members original badge for the member's Departure Gift Shadow Box;
- Liaises with suppliers/manufacturers/engravers of the Departure gifts, as necessary;
- Advises the MP Kit shop Purchaser when Departure gift inventory is getting low;
- Provides to the CMPA treasurer all invoices and receipts in relation to Departure gifts; and
- Maintains CMPA assets and provides an annual report to the Treasurer for Audit purposes.