



Canadian Military Police Association
PO Box 41190
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K1G 1A0

BY-LAW 2 ANNEX E
DIRECTOR OF RETIREMENT AND DEPARTURE BENEFITS
TERMS OF REFERENCE

1. The Director of Retirement and Departure Benefits, normally a retiree CMPA member, is selected by the Executive Committee and is a voting member of the CMPA Executive Committee. The Director of Retirement and Departure Benefits is responsible for carrying out the following roles and responsibilities:

- Assist the Director of Membership in verifying the identity of present and former Military Police and other prospective members who apply for membership;
- Receive applications for departure gifts and retirement credentials;
- Verify the membership status and entitlement of the applicant requesting departure gifts and retirement credentials or for whom these are being requested;
- Register and process application;
- Co-ordinate the acquisition of the Military Police Departure Gifts;
- Liaise with CFMP Group J7 MP Credentials Coordinator reference receiving the members original badge for the member's departure gift;
- Liaise with suppliers/manufacturers/engravers of the departure gifts, as necessary;
- Advise the MP Kit Shop Purchasing Agent when departure gift inventory is getting low and requires replenishment;
- Provide 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.