



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

BY-LAW 2 ANNEX F - DIRECTOR REGIONAL AFFAIRS
AND REGIONAL DIRECTORS
AND UNIT REPRESENTATIVES

TERMS OF REFERENCE

1. The Director Regional Affairs is elected by the membership and is responsible to the President for providing coordination of outreach services for serving and retired Military Police and associate members of CMPA. He/she sits as a voting member of the CMPA Executive Committee. The duties include:

- Administering the Regional Directors;
- Overseeing assistance to injured warriors and their families, and families of deceased warriors, as required;
- Coordination of planning, budgeting, reporting, and program development services for the respective Regions;
- Maintaining an up to date contact list of Regional Directors and Unit Representatives;
- Recommending replacement directors as required; and
- Preparing an annual written report for the AGM.

2. The Director Regional Affairs will be assisted by volunteer Regional Directors for Atlantic, Quebec, Ontario, National Capital Region, Western, Prairie, and Pacific. In turn, they may be supported by Unit Representatives, as appropriate.

REGIONAL DIRECTORS

3. Regional directors report to the Director Regional Affairs and represent the members of their area to executive meetings. In addition they:

- Maintain contact with and assist where possible injured warriors and their families, and the families of deceased warriors;
- Manage the membership and support services of CMPA in their respective areas;
- Participate in the development of CMPA policies;
- Manage the financial affairs of their region;
- Provide consultative services and resources to members by visitation and attending members meetings and events;
- Prepare, monitor, control and evaluate the CMPA budget submission for their respective areas;
- Undertake and implement new initiatives as identified by the association;
- Demonstrate leadership by identifying and addressing members' concerns;

- Work with the CMPA Executive Committee on the Structure and Governance of the association;
- Assist in the development of a Mission, Vision, Goals and Objectives for CMPA;
- Assist in the rebuilding of CMPA membership by establishing contact with MP units and retirees in their geographical region;
- Assist in developing a communications and marketing plan;
- Assist in generating new ideas, values and benefits for CMPA;
- Promote CMPA, its origins, its connection with the Conference of Defence Associations; and other programs such as the Scholarship/Awards, and any other activity CMPA is currently involved with;
- Assist in attracting and recruiting new members;
- Assist in developing articles for The Thunderbird Journal;
- Establish Local Representatives within their respective region;
- Coordinate CMPA funding requests from MP units in their area of responsibility;
- Assist in coordination of CMPA sponsored events, recognizing distance may be a factor;
- Ensure CMPA branding of sponsored events is evident;
- Act as CMPA President's representative at such events when called upon;
- Assist members in their submission of requests for retirement related gifts;
- Disseminate information on MP related achievements/events to national CMPA executive; and
- Act as a conduit for CMPA related concerns to the national CMPA executive; and
- Prepare an annual written report of their respective region for the Director Regional Affairs.

UNIT REPRESENTATIVES

4. Unit Representatives are of particular importance at CF Military Police units to facilitate contact. Unit Representatives report to Regional Directors. Keeping in mind the pace of CF operations may impact the Unit Representative's ability to respond to CMPA needs, their duties include:

- Advising the Regional Director of any problems or difficulties experienced by injured warriors and deceased family members that may require intervention assistance by CMPA Executive Committee;
- Arranging retirement functions for members when feasible and funds are available;
- Where possible arranging annual get-togethers;
- Passing on CMPA information;
- Recruiting new members;
- Following up with members who are delinquent with their dues;
- Supporting the publication of Award & Essay competitions in their regions;



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- Maintaining at least monthly contact with their Regional Director;
- Submitting a written report of your year activities to the Regional Director in time for the Regional Director to submit to the Director Regional Affairs; and
- Submitting articles of interest to the Editor of The Thunderbird Journal.