



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

BY-LAW 2 ANNEX I - MANAGER - MP KIT SHOP

TERMS OF REFERENCE

1. The CMPA MP Kit shop Manager is a volunteer who has shown an interest and capability to manage the Retail business of the MP Kit shop. The Manager is a voting member of the CMPA Executive Committee and responsible to the President. The Manager shall:

- Have computer knowledge for MS Word, Excel and Web Page design.
- Have a basic knowledge of retail business and accounting.
- Locate and deal with prospective and current suppliers to ensure best quality and prices are obtained.
- Maintain the proper amount of stock by monitoring inventory levels.
- Complete Purchase Orders to order stock.
- Monitor and Maintain the MP Kit shop web page.
- Maintain a daily sales report and report to NPP as required.
- Respond promptly to all e-mail's, letter's and social media questions and/or concerns related to the MP Kit shop.
- Ensure that all suppliers invoices are correct and forwarded to the CMPA Treasurer for action.
- All suppliers invoices are stamped "Inventory Received" and dated when requested items are received.
- Abide by NPP rules in relation to spending limitations and criteria.
- Complete any NPP required courses in relation to retail and credit card management. Conduct quarterly inventory of stock and investigate any shortfalls or shortages that may appear.
- Maintain an inventory of all Association property and provide the list to the CMPA Secretary;
- Liaise with the Winchester Lions Club Secretary for storage of Kit shop inventory.
- Display and project a high standard of professionalism both verbally and on all social media that pertains to the CMPA.
- Perform other duties as directed by the President or Vice-President.