



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 Manager CMPA MP Kit Shop is selected by the Executive Committee and is a voting member of the CMPA Executive Committee. The incumbent is a volunteer who has shown an interest and capability to manage the retail business of the MP Kit Shop. The Manager is responsible for carrying out the following roles and responsibilities:

- Have detailed knowledge of MS Word, Excel, and website management;
- Have a working knowledge of the principles and practices of retail business and accounting;
- In association with the Purchasing Agent, identify and deal with prospective and current suppliers to ensure the best quality of stock, and prices, are obtained;
- Monitor and maintain the MP Kit Shop website;
- Maintain a monthly sales report and report to NPP, as required;
- Respond promptly to all e-mails, letters, and social media questions, inquiries, and/or concerns related to the MP Kit Shop;
- Ensure all invoices (shipping & suppliers) are correct and forwarded to NPP monthly;
- Ensure all invoices (shipping & suppliers) are “Approved”, signed, and dated before forwarding to NPP at the end of each month;
- Submit any other reports as required by NPP;
- Abide by NPP rules in relation to spending limitations and criteria;
- Complete any NPP required training in relation to retail operations, financial management, and credit card management;
- Ensure a quarterly inventory of stock is conducted and investigate any shortfalls or shortages that may appear;
- Maintain an inventory of all Association assets and provide the list to the CMPA Secretary;
- Ensure a list of accounts (website, shipping, suppliers, etc.) and their respective passwords used by all Kit Shop staff are maintained, up to date, and forwarded to the Secretary for retention;
- Acquire and maintain an adequate storage facility for Kit Shop items;
- Display and project a high standard of professionalism both verbally and on all social media as it pertains to the CMPA; and
- Perform other duties as directed by the President or Vice-President.