



Canadian Military Police Association
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**BY-LAW 2 ANNEX I APPENDIX 1
SHIPPER MP KIT SHOP
TERMS OF REFERENCE**

1. The Shipper, CMPA MP Kit Shop shall be selected by, and report to, the Manager, MP Kit Shop. The incumbent is a volunteer who has shown an interest in, and capability to, ship products for the MP Kit Shop. The Shipper is responsible, to the Manager, MP Kit Shop, for carrying out the following roles and responsibilities:

- Have a working knowledge of MS Word, Excel, web-based browser platforms, and Gmail;
- Have a basic knowledge of retail business principles and practices;
- Check the MP Kit Shop Post Office box for mail and notifications;
- Select from stock and package orders for shipment based on the purchase invoices received from the website;
- Using the Canada Post website, ensure sufficient postage is affixed to the packages;
- Using the Canada Post website, maintain daily shipping reports and report to NPP monthly within 2 days of the end of each month;
- Assist the Manager, MP Kit Shop in maintaining the proper amount of stock by monitoring inventory levels and advising the Purchasing Agent of any foreseeable shortages;
- Respond promptly to all e-mails, letters, and social media questions and/or concerns related to the shipping of MP Kit Shop stock;
- Ensure all suppliers' invoices are correct and forwarded to either the Purchasing Agent, or Manager, MP Kit Shop as appropriate;
- Advise the Purchasing Agent, MP Kit Shop of any inventory shortfalls or condition issues when stock arrives;
- In conjunction with the Purchasing Agent, conduct quarterly inventory stocktaking;
- Be prepared to fill in for the Manager, MP Kit Shop during his absence;
- Maintain suitable quantities and types of shipping materials;
- Have a basic knowledge of Canada Post Shipping regulations pertaining to packaging standards and movement of dangerous goods (e.g. lithium batteries); and
- Perform other duties as directed by the President, Vice-President, or Manager, MP Kit Shop.