



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

BY-LAW 2 ANNEX I APPENDIX 2
PURCHASING AGENT MP KIT SHOP
TERMS OF REFERENCE

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

- Have working knowledge of, and experience in working with, MS Word and Excel and website editing;
- Have an understanding of retail business principles and practices;
- Be able to receive “Low Inventory” emails from the MP Kit Shop website;
- Assist the Manager MP Kit Shop in maintaining the proper amount of stock by monitoring inventory levels online;
- Assist the Manager MP Kit Shop, in ensuring the quality of Kit Shop products are maintained to a professional standard;
- Ensure all suppliers’ invoices are accurate;
- Ensure the type of stock received is correct and of a professional quality;
- Ensure suppliers invoices are paid by either the CMPA credit card, cheque request from NPP, or direct deposit by NPP;
- Reconcile monthly credit card transactions with NPP;
- Submit all suppliers’ invoices to the Kit Shop Manager for approval and forwarding to NPP;
- Respond promptly to all e-mails, letters, and social media questions and/or concerns related to MP Kit Shop purchases;
- In conjunction with the Shipper MP Kit Shop, conduct quarterly inventory stocktaking;
- Be prepared to fill in for the Manager MP Kit Shop or Shipper MP Kit Shop during their absence; and
- Perform other duties as directed by the President, Vice-President, or Kit Shop Manager.