**BY-LAW 2 ANNEX D APPENDIX 2**

**ASSOCIATE DIRECTOR RETIRED/VETERAN MEMBERSHIP**

**TERMS OF REFERENCE**

1. The Associate Director Retired/Veteran Membership, a retiree/veteran and regular CMPA member, is selected by the Executive Committee and is a non-voting member of the CMPA Executive Committee. The incumbent’s primary role is to serve as an advisor to the CMPA Executive Committee to ensure the perspective and concerns of retired/released Military Police members of the Association are adequately addressed and taken into consideration in the deliberations and decision of the Executive Committee. The Associate Director Retired/Veteran Membership, who will normally report to the Director of Membership, is responsible for carrying out the following roles and responsibilities:
	* Act in the capacity of a national representative and a primary point of contact for CMPA members who have retired or released and are no longer serving;
	* Represent the retired/veteran membership at meetings of the CMPA Executive Committee;
	* Foster and promote the CMPA including generating new memberships and revenues sources;
	* Liaise with Director of Membership to obtain current contact info for all retired/veteran CMPA members;
	* Identify and report on any special interests, or needs, of retired/veteran members;
	* Ensure retired/veteran members are receiving Association information;
	* Direct routine administration queries from retired/veteran members to the appropriate member of the Executive Committee;
	* Provide a status report to the Executive Committee on retired/veteran membership as required; and
	* Perform other duties as directed by the President, Vice President, or Director of Membership.