



Timmins Ringette Association Board Position Questionnaire

This questionnaire asks about position job content. Please take time to fully and attach extra pages or examples if necessary.

1 Position Identification

Title Fund Raising Director

Date 2022-01-13

Name From Orig ByLaws

Email:

2 General Purpose

The Fundraising Director will coordinate and promote fundraising events and will perform such other duties as may from time to time be established by the Board

3 Key Activities & Tasks

Consider the key activities or responsibilities you undertake. Describe each of them, by a phrase, at the top of each box. Estimate (to the nearest 5%) the percentage of time per season you spend on each (combined total = 100%). For example:

1/2 day/day annually = 50%

1/2 day/bi-weekly = 5%

1/2 day/week annually = 10%

1/2 day/monthly = 2.5%

Then describe the **Major Tasks** for each activity using details or examples in the large box below

Activity A:

% of Time:



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Activity B:	% of Time:

Activity C:	% of Time:

Activity D:	% of Time:



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Additional Comments: