



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 Ice Scheduler

Date Monday April 26th, 2021

Name Jean St-Jean

Email: scheduler@timminsringette.com

2 General Purpose

The Ice Scheduler is responsible for the procurement of ice time from the local facilities through the City of Timmins, to support operation of the association, for developing policy on the use and allocation of the ice times (subject to Board approval). As an appointed position by Timmins Ringette Association (TRA) Board of Directors, you are a representative of the general ringette public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within the description.

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: Negotiate and procure ice times 10 % of Time:

- Get permits from the City of Timmins for local rinks
- hours/pricing for the year, then make adjustment every month
- call Iroquois Falls' contact for times they are willing to share for games

Activity B: Overall responsibilities for scheduling 75% of Time:

- Schedule
 - 3 on 3 games/tournament
 - Regular games
 - Practices
 - Bunnies
 - Skills
 - Power-skating
 - Fun days
 - Local tournament
 - Special events
 - Play-offs



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- Updates to webmaster
- Iroquois Falls games

Activity C:	Work with Treasurer	5% of Time:
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- Review and approve invoices with team help of Treasurer - monthly

Activity D:	Board Responsibilities	10% of Time:
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- Provide report (monthly) to the board regarding ice utilization
- Ask the board for direction during special events or tournaments

Activity E:	% of Time:
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4 Estimated Hours Required

What do you estimate the time would be required for this position. We recognize that the time requirements vary from season to season so we really only looking for an estimate and when the time is required. Please consider your time over the entire year not just the playing season and don't forget to include time for meetings.

Month	Activities (A, B, C, D, E from above)	Time Estimate (Hours Per Week)
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	June		
	July		
	August		
	September		
	October		
	November		
	December		
	January		
	February		
	March		
	April		
	May		

Additional Comments:

