



# 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 Media Director

Date 2022-01-13

Name From Orig ByLaws

Email:

### 2 General Purpose

The Media Director will be responsible for all promotions dealing with the Association, including media releases and advertising, will work closely with the Webmaster and Facebook Manager for press releases, will coordinate a Ringette Week campaign in conjunction with the provincial association's and Ringette Canada's promotions, will promote other programs such as Outreach, Ringette for Life or any other programs developed or promoted through the provincial or federal ringette associations 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:**