



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 President

Date April 26, 2021

Name Chantal Merenda

Email: president@timminsringette.com

2 General Purpose

The president of the Timmins Ringette Association is responsible for the overall direction and oversight of all activities associated with the association and shall preside through the Board of Directors as provided in the by-laws.

The president is charged with the general management and supervision of the affairs and operations of the Corporation.

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: Day to Day Responsibilities of President of TRA

% of Time: 80

- Prepare meeting agendas
- Liaison between TRA, Ontario Ringette Association and Ringette Canada
- Keep Board Members up-to-date with any correspondence received by ORA or Ringette Canada
- Ensure that all TRA Constitutions, Bylaws, Policies, Rules and Regulations or any other decision of the Board of Director is being followed by its members. If not, the President will take immediate steps and follow through with any recommendations.
- Communicate with parents and players; be available to answer questions from members of the Associations.
- Give leadership to the governing body of TRA.
- Work closely with the Treasurer and will have signing authority. Send invoices, cheques monthly.
- Work closely with the Vice-President, keeping the VP informed in case the President should be absent for any reasons



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- Help with the process of applying for Grants with the assistance of the Treasurer.

Activity B: Board of Directors and Annual General Meetings	% of Time: 10
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- Prepare meeting agenda
- Attend Board Meetings once a month, during the meeting the agenda is followed and any outstanding and/or upcoming issues, tasks or activities are reviewed and discussed.
- Attend AGM, which is once a year. We present an overview of the season success, present and vote for new board members etc..

Activity C: Act as the official spokesperson of the TRA	% of Time: 10
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President will act as the spokesperson for TRA whether be through a radio interview, social media, City Council etc..

Activity D:	Remain in contact with Execuetive	% of Time: 15
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Activity E:	% of Time:

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)
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		



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Additional Comments:

Even though the role of President has many roles and responsibilities it is quite a fulfilling position knowing that you are helping and making a difference for youth or adults to stay active and play a sport they love.

