



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 Secretary

Date April 25, 2021

Name Sue Viel

Email: secretary@timminsringette.com

2 General Purpose

- To organize and plan board meetings
- To be active on both the Executive Committee and the Board of Director
- Prepare sponsor letters and Thank you letters
- Complete grant applications
- Responsible for the documentation of all amendments to the Corporation's By-laws

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:

½ day/day annually = 50%

½ day/bi-weekly = 5%

½ day/week annually = 10%

½ day/monthly = 2.5%

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

Activity A: To Organize and Plan Board Meetings

% of Time:

- Record the minutes of all the meetings
- Send meeting notification
- Prepare all meeting documents (agenda and minutes)
- Keep/store record of all documents



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Activity B: Executive and Board Member**% of Time:**

- a. Assist with any urgent matter
- b. Provide assistance where needed
- c. Keep good records of meetings

Activity C: Prepare sponsor letters and Thank you letters**% of Time:**

- a. Prepare sponsorship request letters
- b. Prepare Thank You letters
- c. Prepare invoice for sponsorships

Activity D: Complete grant applications**% of Time:**

- a. Research available grants
- b. Complete and submit applications

Activity E: Responsible for the documentation of all amendments to the Corporation's By-laws**% of Time:**

- a. Make yearly changes to Form1

4 Estimated Hours Required



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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		
May		

Additional Comments:

