



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	Treasurer	Date	May 19, 2021
Name	Anne Viel	Email:	treasurer@timminsringette.com

2 General Purpose

- To accept all incoming funds
- To pay all invoices
- Maintain all accounts in good standing
- Give reports to board, executive and membership
- Set up RAMP with Registrar

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: Maintaining books in good standing

% of Time:

- Set up season
- Balance all accounts (Bingo, tournament, General and A Teams)
- Set up A Team interim accounts and balance
- Set up signing authorities at Bank

Activity B: Pay invoices

% of Time:

- Enter and pay all invoices
- Pay officials (ATM)
- Pay minor officials (To manager)
- Go to mail
- Data entry
- Pay A Teams bingo allocations



Timmins Ringette Association Board Position Questionnaire

Activity C: Receiving Funds

% of Time:

- Receiving all registrations, enter and balance with RAMP
- Set up Global payment (Credit card)
- Invoice Iroquois Falls for season ice
- Give report to president on all outstanding sponsors and members
- Receive all tournament fees
- Data entry
- Set up RAMP Powerskating
- Set up RAMP Tournaments

Activity D: Reports

% of Time:

- Prepare proposed/actual budget monthly for meeting
- Prepare budget meeting
- Prepare Ringette Camp report
- Prepare Report for AGM
- Prepare Bingo Reports and send to City
- Have books verified

Activity E: Committees

% of Time:

- Sit on Tournament Committee
- Sit on Regional Committee
- Sit as Treasurer on any other Committee that would need TRA Treasurer



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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)
June	A, B, C, D	.5 to 1 hour
July	A, B, C, D	2 to 3 hours
August	A, B, C, D	3 to 4 hours
September	A, B, C, D	4 to 7 hours
October	A, B, C, D	4 to 7 hours
November	A, B, C, D	4 to 5 hours
December	A, B, C, D	4 to 5 hours
January	A, B, C, D	4 to 5 hours
February	A, B, C, D	4 to 5 hours
March	A, B, C, D	4 to 5 hours
April	A, B, C, D	3 to 4 hours
May	A, B, C, D	2 to 3 hours

Additional Comments:

- E is only on tournmanet or regional years in Timmins. This is another 5 to 10 hours a month From December to April