



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 Webmaster

Date

2021-04-27

Name David Laneville

Email:

webmaster@timminsringette.com

2 General Purpose

- To manage the TRA web presence on the RAMP Interactive platform
- Maintain timely and accurate information of the TRA web site
- Work with TRA personnel to identify RAMP modules and widgets that would assist them with their work
- Work with various TRA personnel to develop and maintain content for the entire RAMP platform

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:

Maintain TRA Web Site

% of Time:

75 %

- Develop content as required to support various aspects of the RAMP platform
 - News items
 - Scheduling information
 - Player and staff personnel for teams
 - On ice and off ice officials
- Support the Social Media Manager
- Ensure information on the web site is timely and accurate
- Develop administrative documentation for users of the RAMP platform
- Review the functionality of new or expanded offerings from RAMP with the appropriate TRA personnel



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Activity B:	RAMP Platform Management	% of Time:	15 %
• Maintain the system tables required for the various components of the RAMP platform • Maintain web site platform including user access • Maintain the Officials Assigning App including super user training • Maintain the TEAM App environment • Update / Upgrade TRA presence on the RAMP platform as required • Review and test new or updated modules and functionality to determine suitability for the TRA			
Activity C:	Email Platform Maintenance	% of Time:	5 %
• Perform email account maintenance and management • User training			
Activity D:	Board of Directors Activities	% of Time:	5 %
• Participate in Board meetings as required • Research functionality enhancement requests			
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)
June	A C	1
July	A C D	4
August	A B C D	4
September	A B C D	6
October	A C D	7
November	A C D	4
December	A C D	4
January	A C D	4
February	A C D	4
March	A C D	5
April	A B C D	2
May	A B C D	1

Additional Comments:

