



Job Description - Special Events and Communications Coordinator (Voting Position)

Area of Responsibility:

General membership email list, Executive email addresses, oversee the Webmaster / Social Media Manager with advertising and media relations. Planning and follow through of all events related to CPGHA. Email communication requests from executives to specific members when required. Management of all awards given from the association to the membership.

Duties:

- Be familiar with the CPGHA, OWH, and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Oversee the Webmaster / Social Media Manager
- Control the general membership email list, executive email addresses
- Create (alongside the President and coach mentor) and circulate any general membership surveys and coaching evaluations
- Work with the registrar and treasurer to facilitate online registration as called upon
- Oversee general communications by the Executive to the Membership
- Plan / Oversee the coordination of all special events for CPGHA (assisting outside committees when requested / needed).
- Work with CPGHA / Webmaster / Social Media Manager to define communication methods for advertisement of the association's yearly registration
- Oversee Association and Team fundraising
- Provide communication to all teams regarding 3rd party sponsorship programs as they become available
- Email communication requests from executives to specific members when required
- Management of all awards given from the association to the membership.
- The organization with local businesses regarding members volunteer opportunities within the community.
- Carry out other duties as assigned by Executive Committee or the Vice President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	4 hours per month
Tryouts and Sort Outs	5-8 hours during tryouts
Oversee Webmaster / Social Media Manager	2 hours / month
Cyclone of the month program	2 hours / month
Event Planning / Organization	8- 10 Hours per event
Communication requests from board to members	2 hours / month
Replying to emails from outside parties/members	Up to 1 hour/ week
Volunteer Planning	3 hours / season