



## Job Description - Director of Communications and Social Media (Voting Position)

**Area of Responsibility:** Maintain Webmaster, general membership email list, Executive email addresses, advertising, media relations, general membership surveys.

**Duties:**

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Ensure the website and social media sites are up-to-date. Maintaining every 2 weeks
- Maintain Webmaster, general membership email list, Executive email addresses, advertising, media relations, general membership surveys other than coach evaluations
- Manage website administrator accounts and privileges
- Work with the registrar and treasurer to facilitate online registration
- Oversee general communications by the Executive to the Membership
- Application of the Lottery License for the association
- Work with CPGHA to define communication methods for advertisement of the association's yearly registration
- Responsible for all publicity releases and CPGHA advertising
- Upkeep of the bulletin board in Arena 2
- Provide website access for all coaches and managers so they can update schedules and team events
- Carry out other duties as assigned by Executive Committee or the Vice President

**Time Commitment:**

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Assign website accounts and privileges	1-2 hours
Update website newsfeeds	1-2 hours bi-weekly