# Communications Director

## Overview:

* The Communications Director is primarily responsible for the operations and maintenance of the Forest Ringette Associations social media pages and marketing.

## Role and Responsibilities:

* Publicize all events to promote Forest Ringette Association.
* Providing usernames and passwords for those users on social media pages.
* Posting news articles as deemed relevant to the association provided by board members, coaching staff, players and/or general members.
* Maintain and update social media webpages as required.
* Coordinate with webmaster/administrator regarding website maintenance for shout outs, team/sponsor pictures on web page.
* Coordinate with equipment director regarding current sponsors on jerseys.
* Coordinate with coaches and teams to complete photos of athletes during season to promote association and sponsors on social media.
* Coordinate with treasurer regarding cheques received from sponsors for season.
* Create and complete social media thank all sponsors as per packages sold for season.
* Create a monthly report to executive.