

Kitchener Ringette Association

Director of Communications (DOC)

Overview:

The Director of Communications (DOC) is primarily responsible for the operations and maintenance of the Kitchener Ringette Association webpage.

Role and Responsibilities:

- Actively attend KRA Board Meetings
- Controlling access to the required back end systems for qualified users
- Providing usernames and passwords for those users
- Posting news articles as deemed relevant to the association provided by board members, coaching staff, players and/or general members
- Maintain and update webpages as required
- Train/Support team staff on the inputting of statistics to the webpage
- Train/Support team staff on the creation of team pages and news articles
- Add advertising for those companies that sponsor KRA and/or it's teams
- In collaboration with the ice scheduler, input/maintain/change games and practices to the web space
- In collaboration with team staff, add "Away" exhibition games to each teams calendar
- In collaboration with team staff and/or tournament organizers, add tournament games to each teams schedule
- Set up all home games for the Referee Coordinator to be able to assign games.
- Set up all home games for the Minor Officials Coordinator to be able to assign games.
- In collaboration with the Referee-In-Chief and Minor Officials Coordinator, create and maintain an active list of all available on-ice and minor officials
- In collaboration with the Coaching Director, create and maintain an active list of all available coaches, managers and trainers
- In collaboration with the Referee-In-Chief and Minor Officials Coordinator, ensure pay rates are correct in monthly KRA payroll.
- Maintain an active list of all Ontario arena's, including address, contact information and maps to be linked to each away game listed on the schedules
- Compose and test registration forms for general registration, prep for rep, shinny, and/or any other program offered for on-line enrollment by the association
- Assign KRA web mail accounts to the appropriate users
- Add photographs to web space and/or news articles
- Create association wide events for viewing on team calendars
- Ensure registration of website domain <http://www.kitchennerringette.com>, and ensure annual verifications of WHOIS information is completed
- Liaise with GOALLINE for any problems encountered with the web service provided by them
- Attend periodic on-line training by GOALLINE
- May also responsible for providing written communication (in letter or electronic form) at the direction of the KRA Board of Directors for payment demands, cease and desist, or other legal documents.

No Director, Officer or committee member of the Corporation is to be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune, whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. Complied with the Corporation's articles and By-laws; and
2. Exercised their powers and discharged their duties in accordance with the Act.