

FMRA Director & Key Positions - Job Description Summaries

Role	Brief Description of Duties	Hours / Month	Suggested Skills to be effective	FMRA Director Position (Y/N)
President	<ol style="list-style-type: none"> Coordinate and oversee the operation of ringette activities in and about Fort McMurray in the Regional Municipality of Wood Buffalo. 	40	<ol style="list-style-type: none"> All round diplomacy & negotiating skills. Leadership skills. Organizational and communication skills. Lots of time to devote to the association. 	Y
Vice President	<ol style="list-style-type: none"> Works in conjunction with the president to share the load of duties and ensure alignment on directions taken. 	40	<ol style="list-style-type: none"> All round diplomacy & negotiating skills. Leadership skills. Organizational and communication skills. Lots of time to devote to the association. 	Y
Safety Officer	<ol style="list-style-type: none"> Appoints and coordinates safety officers on every team. Will use RAMP to input teams and monitor health checks. Will coordinate with RAB whenever necessary. Keep up to date with the latest health restrictions. 	5 to 10	<ol style="list-style-type: none"> Knowledge of RAMP (will receive training) Organizational skills 	
Technical Director	<ol style="list-style-type: none"> Assist coaches on technical ringette matters. Supervise the selection of teams. Participate in the selection and vetting of coaches. Recommend required training of coaches by researching available clinics and costs. Maintain a record of coach's certification qualifications. 	40 (Sep, Oct) 8 (All Other)	<ol style="list-style-type: none"> Good Working knowledge of the current rules of ringette. Ability to coordinate training requirements. Ability to supervise ringette skills evaluation sessions. 	Y
Public Relations Coordinator	<ol style="list-style-type: none"> Be responsible for all news media publicity pertaining to ringette activity including social media platforms. Coordinate advertising for registration, try-outs, come-try-ringette, & tournaments. Coordinate creation of annual association goals, suggest methods to achieve them, and track progress. 	16	<ol style="list-style-type: none"> Competent with latest popular social media formats. Competent with public relations and communication basics. 	Y
Treasurer	<ol style="list-style-type: none"> Receive funds paid to the FMRA and deposit in appropriate bank account. Properly account for funds of the FMRA and keep such books as required. Present detailed accounting of funds transactions to the executive (monthly). Prepare annual financial statement for AGM. Work with other board members to create a budget for the next season. Retrieve Association Mail and distribute accordingly. 	20	<ol style="list-style-type: none"> Good knowledge of financial accounting. Competent with MS-Excel and Email. 	Y
Registrar	<ol style="list-style-type: none"> Coordinate all player registrations for the FMRA. Supervise all FMRA Team Entries into RA systems. Ensure registration of athletes and team staff with RA. Maintain an updated list of team players and staff. Forward Emails intended for all FMRA members using web-based system. 	20 (Sep, Oct) 8 (All Other)	<ol style="list-style-type: none"> Competent with email and MS-Excel. Ability to learn Ringette Alberta web based registration system. (RAMP) 	Y

Sponsorship Coordinator	<ol style="list-style-type: none"> 1. Canvas for monetary support for the sport of Ringette as required. 2. Raise money through raffles, tournament souvenirs and other means in aid of deferring the cost of Ringette as required. 3. Aid Team Managers in soliciting team sponsors if asked. 4. Provide Treasurer with a detailed record of all monies raised. 	8	A. Ability / desire to interface with various community corporate entities to seek out sponsorship.	Y
Camp Coordinator	<ol style="list-style-type: none"> 1. Coordinate Annual Summer Camp including: <ol style="list-style-type: none"> A. Arrange for instructors. B. Get special ice booked via ice allocator. C. Advertising of camp. D. Devise strategies to maximize camp participation. E. Monitor camp registration numbers and advise board as needed. 	12 (May-Jul) 24 (Aug) 0 (Other)	A. Competent in organizing and coordinating events.	N
Raffle Coordinator	<ol style="list-style-type: none"> 1. Apply for raffle license annually. 2. Arrange for printing of raffle tickets. 3. Distribute raffle tickets via division coordinators. 4. Arrange for table sales of raffle tickets at local businesses. 5. Retrieve sold raffle tickets & cash from division coordinators. 6. Coordinate Raffle draw. 7. Transfer funds to our raffle bank account via the treasurer. 8. Fill in and submit close-out raffle paperwork to AGLC. 9. Attend FMRA exec meetings to provide status updates on raffle sales throughout the year. 	12	<ol style="list-style-type: none"> A. Good organizational and tracking skills. B. Ability to learn AGLC rules regarding raffle licensing, etc. (This is all online) 	N
Black Gold Rep	<ol style="list-style-type: none"> 1. Coordinate between FMRA and Black Gold League (BGL). 2. Attend BGL meetings (can be by phone). 3. Ensure BGL critical date deadlines are met by FMRA. 	12	<ol style="list-style-type: none"> A. Good understanding of Current FMRA competitive team skill levels. B. Ability to be diplomatic in negotiating with others. 	N
Web Site Admin	<ol style="list-style-type: none"> 1. Coordinate FMRA website content including timely updates of schedule and other FMRA News. 2. Assist Registrar with any online registration setup and issues. 	8	A. Ability to learn web based RAMP website system (Training will be provided).	N
Volunteer Tracking Coordinator	<ol style="list-style-type: none"> 1. Keep track of all volunteer hours by member families that support association wide activities. 2. Advise members of upcoming volunteer slots that need to be filled. 3. Coordinate with treasurer at year end to cash volunteer levies for those who members who have not adequately fulfilled their minimum volunteer commitments. 	12	<ol style="list-style-type: none"> A. Good organizational and tracking skills. B. Ability to learn and use web-based volunteer sign up applications (e.g.. Sign-up Genius). 	N
Secretary	<ol style="list-style-type: none"> 1. Attend meetings and record minutes. 2. Distribute minutes to directors. 3. Book Meeting venues. 	6	<ol style="list-style-type: none"> A. Short hand or note taking skills. B. Competent with computer based programs such as MS word, Excel. C. Competent with email 	Y
Event Coordinator	<ol style="list-style-type: none"> 1. Arrange all activities that promote Ringette in Fort McMurray. <ol style="list-style-type: none"> A. Arranges Come-Try-Ringette Events. B. Arranges photos for team pictures. C. Coordinate the year end banquets, parties, or awards night. 	24 (Event Months) 4 (Other)	A. Competent in organizing and coordinating events.	N

Ice Allocator	<ol style="list-style-type: none"> 1. Work within Municipality Ice allocation process to reserve ice for FMRA. 2. Work with other Ice user groups as required to ensure fair distribution of ice. 3. Ensure ice needs for participation in BGL are coordinated with BGL scheduler. 4. Build first draft of monthly FMRA ice usage schedule each month and distribute for Cold Eyes Review. 5. Book Ice for annual special events for FMRA. 6. Coordinate utilization or cancellations of unused ice. 	20	<ol style="list-style-type: none"> A. Competent with email and MS-Excel. B. Ability to work diplomatically with other ice user representatives. 	Y
Casino Coordinator	<ol style="list-style-type: none"> 1. Ensure next casino application is duly processed by AGLC so that our next slot will be booked. 2. Fill out AGLC required paperwork to get next casino license. 3. Coordinate recruitment of volunteers to staff next casino. 4. File appropriate close out paperwork for casino as required. 	8 (Pre-Casino) 24 (Casino Month) 0 (Other)	<ol style="list-style-type: none"> A. Ability to coordinate volunteers for staffing the event. B. Ability to learn AGLC rules regarding casino licensing, etc. (This is all online) 	N
Division Coordinators	<ol style="list-style-type: none"> 1. Act as liaison between a specific age group division and the FMRA board. <ol style="list-style-type: none"> A. Bring concerns from members to the attention of appropriate board members. B. Assist in passing information from the board to division member families. C. Act as a consultant to the board on impacts of decisions made on the members. D. Actively work to ensure any issues amongst members are addressed in a timely manner and continually stress the positives of our organization and sport. 	24	<ol style="list-style-type: none"> A. Good understanding of current skill levels for your assigned division. B. Ability to stay positive in the face of adversity. C. Ability to stay tuned to any current issues within your division. D. Ability to be diplomatic in negotiating with others. 	N
Referee in Chief	<ol style="list-style-type: none"> 1. Select and assign referees to all FMRA Ringette games and tournaments. 2. Arrange for Referee clinics / training annually to ensure FMRA has sufficient qualified referees. 3. Provide Treasurer with details of referee payments required. 4. Ensure all new regulations and changes are brought to the attention of coaches and referees. 5. Supervise referees and exercise control over their activities. 	12	<ol style="list-style-type: none"> A. Good Working knowledge of the current rules of ringette. B. Ability to coordinate scheduling others. 	Y
Tournament Coordinator	<ol style="list-style-type: none"> 1. Be in contact with other Ringette organizations within Ringette Alberta and gather info regarding tournament dates and fees. 2. Ensure the local tournament dates are booked and made known throughout Ringette Alberta including proper sanctioning. 3. Form a committee from the members of the Association to deal with all matters relating to local tournament operation including locally hosted Provincial Tournaments. 4. Work in conjunction with the ice allocator in arranging specific ice time slots for tournaments. 	12 (Sep) 40 (Oct) 4 (All Other)	<ol style="list-style-type: none"> A. Competent in organizing and coordinating events. 	Y
Equipment Manager	<ol style="list-style-type: none"> 1. Keep an inventory of team equipment and condition and make repairs or replacement as required. 2. Distribute Team equipment at the beginning of the year and maintain an inventory of what was handed out to whom. 3. Assemble all equipment at the end of the season and ensure its safe keeping until next season. 4. Ensure insurance is in place to cover cost of equipment in the event of fire, theft, or loss. 	24 (Sep, Oct) 8 (Other) 24 (Apr)	<ol style="list-style-type: none"> A. Good organizational and tracking skills. 	Y

