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| **Red Deer Ringette**  Working Instruction: Team Association Meeting Rep | | | |
| Location: |  | Owner | RDR Executive |
| Date of Issue | 2019.APR.18 | Revision Cycle | As Required |

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| Revision | Content | Issued/Revised By | Date |
| 0 | Initial Issue | RDR Executive | 2019.APR.18 |
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# Section 1.0 Introduction:

* The Association Meeting Rep was put in place to ensure team representatives were present at the monthly association meetings so information could be effectively communicated and timely feedback gathered for the discussions during the meetings.

# Section 2.0 Approximate Time Commitment:

* Average of 2-3 hours a month to attend association meetings for Sep-Nov and Jan-Mar.
* It is recommended to attend the April AGM as well but not mandatory as the game season is over.
* Delegation of attendance is recommended if you are away.

# Section 3.0 Responsibilities:

* Attend the monthly association meeting.
* Provide feedback during discussions.
* Provide any applicable information back to your team after the meeting.
* Share ideas and suggestions during the meeting for consideration to implement.
* Communicate volunteer openings back to team members, the association is only as strong as its volunteer base.
* Send any additional feedback to the Secretary after the meeting should the team members have thoughts to offer.