



Timmins Ringette Association Board Position Questionnaire

This questionnaire asks about position job content. Please take time to fully and attach extra pages or examples if necessary.

1 Position Identification

Title Social Media Manager / Facebook Manager

Date

2021-04-27

Name Completed by David Laneville

Email:

2 General Purpose

To manage the TRA social media accounts and act appropriately in response to messaging and other posts to our accounts. Work in conjunction with the Webmaster to maintain timely, consistent and accurate messaging on all social media platforms where TRA has a presence.

3 Key Activities & Tasks

Consider the key activities or responsibilities you undertake. Describe each of them, by a phrase, at the top of each box. Estimate (to the nearest 5%) the percentage of time per season you spend on each (combined total = 100%). For example:

1/2 day/day annually = 50%

1/2 day/bi-weekly = 5%

1/2 day/week annually = 10%

1/2 day/monthly = 2.5%

Then describe the **Major Tasks** for each activity using details or examples in the large box below

Activity A:

Facebook Account Management

% of Time:

95%

- Post appropriate content as directed to ensure that the most timely and accurate information is available to our followers
- Manage messaging to the TRA either directly or by forwarding the message to the the most appropriate TRA personnel for follow up and / or resolution



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Activity B:	Instagram Account Management	% of Time:	0 %
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- Post appropriate content as directed to ensure that the most timely and accurate information is available to our followers
- The TRA account on this platform is not current

Activity C:	Twitter Account Management	% of Time:	0 %
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- Post appropriate content as directed to ensure that the most timely and accurate information is available to our followers
- The TRA account on this platform is not current

Activity D:	Reporting	% of Time:	5 %
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- Reporting as required to develop and deliver reports to the Board of Directors, the Executive Committee or the Webmaster

Activity E:	% of Time:
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4 Estimated Hours Required

What do you estimate the time would be required for this position. We recognize that the time requirements vary from season to season so we really only looking for an estimate and when the time is required. Please consider your time over the entire year not just the playing season and don't forget to include time for meetings.

Month	Activities (A, B, C, D, E from above)	Time Estimate (Hours Per Week)
June	A B C	1
July	A B C	1
August	A B C	3
September	A B C D	7
October	A B C D	7
November	A B C D	7
December	A B C D	7
January	A B C D	7
February	A B C D	7
March	A B C D	3
April	A B C	2
May	A B C	1

Additional Comments:

The current title of this position is Facebook Manager but I believe that it should be changed to Social Media Manager that the current duties be expanded to include Instagram and Twitter

