



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 Vice President

Date

2021-04-27

Name David Laneville

Email:

vice-president@timminsringette.com

2 General Purpose

- To act in place of the president as required or delegated
- Be an active member of the Executive Committee
- Be an active member of the Board of Directors
- Monitor and maintain TRA policy
- Participate in public relations activities as required

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:

Board of Directors Participation

% of Time:

50 %

- Monitor TRA policy to ensure it is current and effective
- Communicate Executive Committee information as required
- Participate in discussion ensuring that the best interests of the TRA and its members are the primary focus
- Gather information that will require input from the Executive Committee before decisions can be made
- Support motions of the Board that have been passed by a majority of the Board



Timmins Ringette Association Board Position Questionnaire

Activity B:	Executive Committee Participation	% of Time:	45 %
<ul style="list-style-type: none">• Draft policy for consideration by the Board of Directors• Identify major initiatives for consideration by the Board of Directors• Respond to situations that affect the TRA on behalf of the Board of Directors• Ensure that the Board of Directors has as much information as is required to make informed and effective decisions			
Activity C:	Assumption Of The Duties Of The President	% of Time:	5 %
<ul style="list-style-type: none">• Chairs meetings• Make decisions as required• Keep the President apprised of actions taken and decisions made			
Activity D:	% of Time:		
Activity E:	% of Time:		



Timmins Ringette Association Board Position Questionnaire

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	1
July	A B C	1
August	A B C	4
September	A B C	4
October	A B C	3
November	A B C	3
December	A B C	3
January	A B C	3
February	A B C	3
March	A B C	2
April	A B C	2
May	A	1

Additional Comments:

