



## COMMUNICATIONS (DIRECTOR)

### SUMMARY:

The Communications position is an elected two-year board position (Director and Officer) under RMMHA Bylaws. Director positions are elected as general positions and then the Board of Directors as a group decide what role each person will be assigned.

### KEY ROLE/RESPONSIBILITIES:

- Maintains RMMHA website including updating announcements, sponsor ads, calendar, development opportunities, etc.
- Maintains Team snap team accounts including uploading team rosters at the beginning of the season and any roster changes that happen throughout the season
- Maintains Facebook page for RMMHA including posting announcements and articles pertinent to the Association
- Responsible for sending monthly newsletters (or more frequently as required) including content received from Board and staff
- Monitors the [info@ridgemeanowshockey.com](mailto:info@ridgemeanowshockey.com) email address and forwards inquiries to the appropriate board or staff member
- Monitors Facebook posts to answer any questions that may arise • Posts to the Team Manager Facebook page any updates that are required • Assists with 'A' and 'C' Evaluation announcements and website updates • Helps to promote RMMHA events throughout the season (photo day, tournaments, fundraisers, etc.)
- Working understanding of RMMHA Policies (found in the Policy Manual) and procedures
- Working understanding of RMMHA Bylaws