



## Newmarket & District Ringette Association

### Job Description

# Newsletter Editor & Website Manager

The **Newsletter Editor** prepares and distributes the newsletter, which is distributed monthly, electronically to players/parents, team staff, Board members and sponsors. A successful newsletter sends important information to the Ringette community, helps create excitement and interest in the sport, and is an important means to return value to Ringette sponsors through promoting their businesses to the Ringette community. Other responsibilities include the following:

- Solicit input for the newsletter. Maintain bench staff email distribution lists for requests for contributions, etc.
- Produce a newsletter every month (when material is available) starting in October and ending in April.
- Post a colour-printed copy of the newsletter on the Ringette bulletin board at Hollingsworth Arena. Provide colour copy of each newsletter for the historical album.
- A reasonable working knowledge of Microsoft Word or a suitable page layout program is required. It is important that a fully licensed copy of such program(s) is used to avoid potential software-theft liability issues.
- It is helpful to have ownership of, or access to a fully licensed copy of Adobe Acrobat (or other program that can convert from MS Word to a PDF file format) in order to convert the newsletter into a universal viewing format.

*Average Monthly Time Commitment: 5 Hours*

The **Website Manager** is to maintain the Association website, subject to the authority of the Executive Committee. Responsibilities include the following :

- Has some knowledge of Microsoft Word and access to a computer with internet capabilities with at least an average speed server.
- Provides up to date information for both members and non members of the association within an existing website format.
- Works closely with the Publicity Manager and Newsletter Editor as well as all members of the executive committee to ensure consistent information.
- Provides a good level of communication and promotion for the Newmarket & District Ringette Association and the sport of ringette.
  
- Updates the Association display case as necessary
- Maintains an archive album of Association events over the years
- Serves on sub-committees as desired.
- Attends all meetings of the Executive Committee as required. This includes, but is not limited to the following:
  - Monthly Board meetings
  - Association General Meeting
  - Silent Auction and Dance

*Average Monthly Time Commitment = 5 hours*