



## **Newmarket & District Ringette Association**

### **Job Description**

# **Publicity Manager**

The position of Publicity Manager has the following responsibilities:

- Provides up to date highlights of the Association league games and tournaments to the local newspapers (the Era Banner and the Bradford Times) for publication on their sports pages.
- Places advertisement notices in local newspapers and guides for the Association.
- Serves on sub-committees as required.
- Assists in providing communication and promotion for the Newmarket & District Ringette Association as required.
- May attend all meetings of the Executive Committee. This includes, but is not limited to the following:
  - Monthly Board meetings
  - Association General Meeting
  - Silent Auction and Dance

*Average Monthly Time Commitment = 3 hours*