



## **Newmarket & District Ringette Association**

### **Job Description**

# **SRRA REP**

**(Southern Region Ringette Association)**

## **Newmarket is one of fourteen Associations within Southern Region**

The position of SRRA Rep has the following responsibilities:

- To attend monthly Southern Region Association Board meeting with other Association reps. This is located at the Icelands Arena in Mississauga. Mileage compensation available.
- Provide correspondence and feedback to our Association on information received at the SRRA meeting.
- Collect game sheets and game summary forms from all Newmarket teams and hand them in at the SRRA meeting.
- Collect various paperwork (arena audits, two team contracts, try out releases, TRF's ) throughout the season to deliver to monthly SRRA meeting.
- Bring forth concerns at the SRRA meeting that our Association may have.
- Act as a liaison between our Association and our Regional Association.
- Prepare and submit a brief report to the Association Secretary prior to our monthly Association meeting.
- Attend all meetings of the members of the Association, and the Executive Committee. This includes, but is not limited to the following :
  - Monthly Board Meetings
  - Association General Meeting
  - Dance and Silent Auction

***Average Monthly Time Commitment = 6 hours***