

<p style="text-align: center;"><b>Shuswap Ringette Association</b> <b>Expectations of the Director of Promotions</b></p>
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**General:**

- Expected to be at the regular Board of Director meetings and when required have prepared info on any of the below duties that might require discussion.

**Media Relations:**

- Coordinate advertising into local paper - event flyers - radio - community news etc...
- Try to find as many outlets to Promo Ringette

**Update Public Ringette Areas:**

- Work with the Web Manager to ensure all info is current and updated for events.
- Update the Front Bulletin Board - try and keep it engaging
- Update the Trophy Case

**Come Try Ringette:**

- Ensure that Come Try Ringette gets as much exposure as possible - signage in the mall a few times a year when they do the community event days -
- Look after the Come Try Ringette Signage
- Coordinate the Come Try Ringette Days - get a few individuals to help with this event

**Team Photos:**

- Contact at least 2 outfits to find out about team photos for Ringette - compare costs and times.
- Hire the photography company and set out the times/days - communicate this to all teams and display in Bulletin Board

**Year End Banquet:**

- Coordinating this function - communicating it to all teams - booking and organizing. Try to get a few individuals to help on this

### **Public Event Participations:**

- Be aware of what events are out there in the community that our association might benefit from participating in. Once identified it becomes your responsibility to coordinate how it happens. Some examples might include
  - Santa Skate
  - Toy or Food Bank Drive
  - Parades
  - Parking Lot Clean up day
  - Etc...

### **Sub-Committees as they pertain to Direction of Promotions:**

- It is in your best interest to ask early what parents would be willing to help out in the areas that require such - easier to get the names at the beginning of the year and then contact them when times come up.  
Examples from above include but are not limited to, Come Try Ringette, Santa Skate, Year End Banquet, Parade

Have fun and enjoy finding new and exciting ways to promote Ringette in Salmon Arm.....