



Role & Responsibility

Position: Website & Communications

Description

This role is part of the Lorette Minor Hockey Association (LMHA) Board of Directors. This role is responsible for the Lorette Minor Hockey website and for sending out all communications to the LMH membership including responsibility for the social media presence of Lorette Minor Hockey. Support all Board activities and act in a professional and respectful manner.

Qualifications

- Previous experience with website maintenance/management
- Social Media experience
- Good written communication skills
- Respect in Sport for Activity Leaders certification
- Strong interpersonal and organizational skills

Responsibilities

- Manage the Lorette Minor Hockey website
- Add/Edit website user permissions as needed
- Keep website up to date with information related to the current season and remove/archive out of date items
- Consult with GoalLine Support as needed to address any site issues
- Review or attend GoalLine Support webinars to understand website functionality
- Upload documents, images and other files for display on the website
- Manage and communicate through the LMH Social Media platforms
- Prepare all communication emails to the LMH Membership and ensure they are signed by the appropriate Board Member related to the topic
- Manage GoalLine email distribution lists for targeted communications as required
- Attend LMH Board Meetings as scheduled

Original Date	November 22, 2020
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Revised by	Tara Reid