



Director of Member Administration

Time Commitment: 10-15 hours per month – 12 months per year

The Director of Member Administration is accountable for overseeing member registration and stewarding the respect in sport for parents requirements; ensuring team managers have the tools and resources for effective support and management of their teams; and overseeing the security clearance process and review committee. The Director of Member Administration and their team will support the work of the Volunteer Coordinator, Treasurer, Director of Evaluations, and Player Pathway Analyst. The Director of Member Administration steers their team to improve the member experience at all levels of ringette organization, with specific focus on the association level and the team level.

The following committees report to this position:

- Security Clearance Committee.

The following key roles report to this position:

- Registrar,
- Team Manager Liaison,
- Respect in Sport for Parents Administrator, and
- Security Clearance Administrator.

Skills required for this position are:

- Must be able to navigate or learn to navigate and use online registrations systems (RAMP),
- Must be able to coordinate activities of team members and steward activities to association critical dates,
- Ability to respond to emails or inquiries within a 24hr time period,
- Must be patient and respectful with members, and
- Must maintain confidentiality.