**RMMSA Executive Job Description Title:**

Reports to:

Updated:

# General Description

Describe the general role of the position here. Should be only 3 or 4 sentences at most.

# Responsible For

List the assets or services the person is responsible for. For example, the IT Manager is responsible for:

* TeamSnap application
* RMMSA Web Site
* RMMSA WIFI

# Specific Duties

Detail the various duties for the position.

* Assist the Registrar(s) with creating forms, registering members and rostering players
* Managing contact forms on the web site and directing inquiries from the main contact form to the appropriate member on the executive
* Assist with Google calendars and sheets used by executive members

# Requirements

List any requirements needed to do this job.

For example, the IT Manager must be able to manage applications for the association, such as TeamSnap and WordPress.