

## **POSITION TITLE: Casino/Fundraising Director**

### **AUTHORITY**

- The board of directors is the legal authority for the community league.

### **TERM OF OFFICE**

- Term of office is 2 years.

### **GENERAL DUTIES/REQUIREMENTS**

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

### **RESPONSIBILITIES**

- Maintains financial records.
- On behalf of the board and with board approval:
  - applies for gaming license
  - applies for grants and permits to run gaming events such as bingo, casinos or 50/50 draws for social events
- Prepares written reports on gaming events twice annually and submits the reports to Attorney General's Department.
- Works with Volunteer and/or Membership directors and recruits volunteer workers
- Liaises with AGLC ...
  - receives all casino paperwork
  - receives the casino license to operate
  - brings all paperwork on the first day to the casino
- Hires the independent casino advisors ... signs their contracts and returns it to them, keeping a copy for league files.
- Schedules volunteers to five (5) specific casino positions - total of 48 spots over the two days.
- Notifies volunteers of their position and the times of their shift by e-mail.
- At end of casino, fills in application for the next casino event.
- Receives notification by mail from AGLC of new casino quarter

Note: copies of all paperwork regarding grant and permit applications, including gaming license and any other contracts must be given to the secretary or treasurer for files. Financial records to be given to treasurer in a timely fashion post event(s).