



## Armstrong Cooper Youth Hockey Association Job Description

<b>Title:</b>	<b>Gambling Manager</b>
<b>Role:</b>	<b>Non-Voting Board Member, except on gambling issues</b>
<b>Election/Appointment:</b>	<b>Appointed</b>
<b>Voting Status:</b>	<b>Vote only on gambling issues</b>
<b>Budget:</b>	<b>Budget responsibility</b>
<b>Term:</b>	<b>Three years, year one in the cycle</b>
<b>Compensation:</b>	This is a hired employee position and complies with all employee rules

**Description/Role:** The Gambling Manager is responsible for the oversight and management of day-to-day activities of the associations gambling operation

### **Position mandatory requirements:**

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month.
- Must attend the annual meeting of ACYHA Membership in April
- Meet with the Audit Committee
- Attend and present current and budgeted income/expense figures at monthly Board of Directors meetings for approval
- Complete and file monthly charitable gambling tax returns
- Present reports to the board in a timely manner and with enough time to be reviewed by Board members prior to needing to vote on matters
- Get Chairmen approval for all salary payments to the Gambling Manager prior to check distribution
- Ensure Association is in compliance with all statues and rules related to lawful gambling
- Review and monitor conduct of games
- Supervise gambling employees
- Ensure all receipts and disbursements have been properly accounted for
- Process payroll and file monthly, quarterly, and annual taxes
- Reconcile all inventory records monthly
- Supervise all licensing and reporting requirements
- Assure that illegal gambling is not conducted at a permitted premise
- Meet with Bar owners or General Managers regularly
- Determine the product to be purchased and put in play

# **Armstrong Cooper Youth Hockey Association**

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- Responsible for gathering all information for the Annual Audit and for the Gambling Control Board Compliance Reviews
- Responsible for working with each City Clerk to make sure we are following their rules as well as the State rules
- Organize and run all Special Bingo events at all of the sites
- Run the Mite Jamboree Annual Basket Raffle at New Hope Ice arena
- Help support the Executive Committee and the Board to identify and help secure new sites
- Training your successor at the May meeting at the end of your term

### **Desired Skills:**

- Ability to supervise site staff
- Ability to run financial reports
- Licensed by Minnesota Gambling Control Board
- Have a \$10,000 bond
- Have attended a Gambling Manager seminar and passed a written test
- Attend a continuing education class every calendar year
- Strong communication skills
- Strong leadership
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

### **Reporting:**

- This role reports to the Treasurer and to the Board Chairman