

CASINO CHAIRPERSON

(1 full year position - July to June)

- Responsible for ensuring the Playschool staffs its casino according to Alberta Gaming and Liquor Commission (AGLC) requirements.
- Make arrangements with casino advisor and casino for shift requirements, license application filing and maintenance.
- Ensure key volunteer applications are submitted for approval by the AGLC. Ensure all volunteers meet AGLC requirements. Ensure volunteers show up for the shifts and backups fill emergency shift vacancies as required.
- Maintain license and bring to casino for duration of casino. Ensure license applications are filed with the AGLC.
- Liaise with fundraising representatives for purchases, ensuring they meet the conditions of the license. Present to the executive spending proposals for executive approval.
- Ensure all purchase records are provided to Treasurer for payment and recording in the Playschool's books and records.
- Act as a co-signer of Riverbend Playschool casino account.
- Thank volunteers in newsletter.
- Inform current members on updated casino expenditure in the Newsletter. All information transmitted must meet the approval of the executives.

Please be advised, members are aware of their casino role and involvement as stated on pre-registration package: "I have read the 2011/2012 Parent Handbook (available on the website), and I understand that this program is funded by Casino revenues. I also understand that the playschool is a cooperative, non-profit society that is made possible by member volunteers. I understand that I may be required to participate as a volunteer in a casino event as part of my parent cooperative duties."

General Executive responsibilities including:

- Create or update a manual of essential duties and deadlines for this position. Keep one copy for reference and file one copy in job descriptions file.
- Attend all executive and general meetings.
- Aide in the set-up of the playschool prior to the commencement of the school year and the packing up of the classroom at the end of the school year. If you are unable to assist, you are to arrange for alternative help to take your place.

Position created February 8, 2007.

Position amended January 21, 2011