



# Hastings Hockey Boosters – Role Responsibilities

<b>Title:</b>	Charitable Gambling Manager
<b>Elected/Appointed:</b>	Elected by HHB Board of Directors
<b>Voting Status:</b>	Voting Member
<b>Term:</b>	2 – Years
<b>Compensation:</b>	\$1,000/Month, Satisfies Dibs Requirements
<b>Reports To:</b>	President/Treasurer

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## **JOB OVERVIEW:**

The Gambling Manager is the person who oversees the day-to-day activities of the organization's charitable gambling operation. The Gambling Manger must: (i) be licensed by the Minnesota Gambling Control Board; (ii) have a \$10,000 bond; (iii) have attended a Gambling Manager seminar and passed a written test; and (iv) attend a continuing education class every calendar year. The HHB Charitable Gambling Manager will be responsible for the execution, implementation, and oversight of any and all charitable gambling activities as it pertains to the Hastings Hockey Boosters, Inc.

## **CHARITABLE GAMBLING MISSION:**

Charitable Gambling for HHB will provide an avenue of funds to assist with the overall cost structure of running the Hastings Hockey Association. The goals for the funds raised and donated by the Charitable Gambling arm of HHB will be to keep hockey costs affordable for HHB members, assist with the purchase of special equipment/capital purchases, and be a source of funding for approved special projects.

## **RESPONSIBILITIES AND DUTIES:**

1. Attending and presenting the current and budgeted income/expense figures at the monthly Hasting Hockey Association board meeting.
2. Oversight and management of the HHB Charitable Gambling Committee.
3. Completing and filing monthly charitable gambling tax returns.
4. Completing and filing monthly charitable gambling documents with the city of Hastings and for the MN Gambling Control Board.
5. Assuring that the organization is following all statutes and rules related to lawful gambling.
6. Reviewing and monitoring the conduct of games, tablets, gambling events, and raffles.
7. Supervising charitable gambling employees.
8. Ensuring all receipts and disbursements have been properly accounted for in compliance with statute and rule requirements.
9. Processing payroll and filing monthly, quarterly, and annual taxes.
10. Ensuring that all inventory records have been reconciled each month.
11. Supervising all licensing and reporting requirements.



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## **APPOINTMENT PROCESS OF GAMBLING MANAGER:**

- Due to the nature of the Gambling Manager role, necessary required skills, training, and comprehension of Charitable Gambling Laws in the state of MN, The Gambling Manager will be appointed to the Hastings Hockey Board of Directors by a majority vote of the acting voting members of the Hastings Hockey Board of Directors.
- The Gambling Manager will act as a voting member of the HHB Board.

## **DESIRED SKILLS:**

- Strong Communication Skills
- Strong Organizational Skills
- Team Oriented
- Financial/Accounting Background
- Self-Starter and Entrepreneurial Motivation
- Positive, helpful attitude
- Ability to attend monthly HHB board meetings
- Ability to assist with projects and the general responsibilities of the identified role within a timely manner