

SPA Casino Executive Responsibilities:

President

- responsible for completion and submission of the following annual and bi-annual form submissions and reports: List of Elected Executive, Regular Casino Financial Report, Annual Return, Request for Casino Licence, Casino Licence Application
- required completion of GAIN Program (Gaming Information for Charitable Organizations) – 3.5 to 4 Hours to complete either online or with a session facilitator – no charge
-

Vice President

- assists the President with all annual and bi-annual form submissions and reports
- recommended completion of GAIN Program (Gaming Information for Charitable Organizations) – 3.5 to 4 Hours to complete either online or with a session facilitator – no charge
-

Treasurer

- collects, maintains, reconciles and documents bank statements, cancelled cheques, invoices, receipts and other required documentation
- issues cheque payments (all cheques co-signed by President, Vice President or Secretary)
- compiles a Financial Statement annually to be submitted along with Annual Return
- required completion of GAIN Program (Gaming Information for Charitable Organizations) – 3.5 to 4 Hours to complete either online or with a session facilitator – no charge
-

Secretary

- records Minutes at all SPA Casino Executive Meetings, in addition to recording notes during SPA Casino Executive School Council Updates
- compiles brief monthly updates to be published in the Sundance School Newsletter
-

Casino Chairperson

- arranges contract with Casino Advisor
- assists President with completion and submission of Request for Casino Licence and Casino Licence Application
- works in conjunction with Volunteer Coordinator to schedule volunteers to fill all required positions throughout a two-day Casino event – the next SPA Casino event is tentatively expected to be awarded during the first quarter of 2017 (Jan/Feb/Mar Time Frame)
- the following positions at a Casino event must be filled by volunteers: General Manager(s) and Alternate, Banker, Cashier, Count Room Supervisor, Chip Runner, Count Room Staff (Sorter, Counter, Recorder, Amalgamator)
-

Volunteer Coordinator

- assists Casino Chairperson with acquiring and scheduling volunteers to staff an upcoming Casino event