



Cambridge Isanti Youth Hockey Association
Operational Positions Descriptions

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Operational Administration

CIHA President

The President is the Chief Executive Officer of the Cambridge-Isanti Hockey Association (CIHA). His/Her main focus is, but not limited to, the overseeing of the Administration side of the CIHA Board and its functions. The President must have at least one-year previous experience as a member of the CIHA Board of Directors and must be in good standing.

Duties of President include the following:

- Preside at all meetings of the Board of Directors.
- General supervision over the business activities of the Association.
- Oversee all policies and resolutions set forth by the Board of Directors are put into effect.
- The President or the President's delegate shall represent CIHA at all District 10 functions.
- It is further the responsibility of the President to represent CIHA and build relationships with the community, other sports associations and any other groups that serve the interest of CIHA.
- Responsible for overseeing Charitable Gaming and work closely with the Gambling Manager.
- Attend Gambling Control Board Classes to become more knowledgeable about the gambling over site process. (Required by the State of Minnesota Gambling Control Board.) Review and lead disciplinary actions when necessary.

CIHA Vice President

The Vice President's primary function is to oversee Hockey Operations of CIHA. He/she shall have one-year previous experience as a member of the CIHA Board of Directors and must be in good standing.

Duties of the Vice President include the following:

- Preside at all meetings in the absence of the President.
- Meet the same requirements and hold the same credentials as President.
- Work closely with all Directors under the Hockey Operations umbrella to secure a fundamental flow to the development of all CIHA players and coaches.
- Responsible to follow up on overdue collections with the membership, as identified by the Treasurer.

Treasurer

Responsibilities:

- All accounts payable, accounts receivable, record keeping, bank reconciliation, and submitting financial statements to the board.
- Budgeting/Forecasting for new season as a member of the executive team
- Bank reconciliations of CIHA checking account(s)
- Monthly reporting of Balance Sheet, P&L, and CF statements
- Issuing checks as necessary
- Work with outside CPA for audit/reviewed financial statements for CIHA
- Oversee Ice Bills and Collections
- Delegate duties to Assistant Treasurer as needed
- He/she should have a familiarity with bookkeeping or accounting practices and the application of these within a 501(c)3 operation.
- Experience with QuickBooks Online would be a plus.

Assistant Treasurer

Responsibilities:

- Assist Treasurer in conducting day to day finance related operations of CIHA. In addition, will also work closely with President and Vice President
- Will work with CIHA treasurer to assure all CIHA invoices are paid in a timely manner.
- Assist Treasurer and collection committee in collection process of any outstanding balance in accordance to payment expectations set by the association.
- He/she should have a familiarity with bookkeeping or accounting practices and the application of these within a 501(c)3 operation.
- Experience with QuickBooks Online would be a plus.

Secretary

Responsibilities:

Monthly Meetings Duties:

- Attend all meetings of the members and the Board of Directors and shall record minutes of the proceedings.

Such events and such minutes are to be distributed for board approval within 3 days of meeting.

- Take role call at all Board of Directors meetings to ensure attendance.
- Post previous months approved minutes on the Associations web page.
- Give all notices as required by CIHA By-Laws or resolutions.
- Be responsible for managing publicity for CIHA as defined by the CIHA Board of Directors.

Annual Meeting Duties:

- Submit notice of the annual meeting to the website 7 prior to set meeting date.
- Take attendance at Annual Meeting.
- Record Annual Meeting minutes.
- Record By-Law changes.

Communications Director

Responsibilities:

- Upkeep and modification to the CIHA website including but not limited to timely information posting and current association news.
- Work with team managers to upload team news (ex. Tourney performance, D10 performance, action pictures) to provide all membership with updates of association performance.
- Create and distribute to all membership a Pre-season newsletter outlining important dates, registration information, and general topics for the upcoming season.
- Work with other directors to distribute informational updates to our membership via website.

Registrar (Registration)

Responsibilities:

- This position is required to attend all board meetings, pre-tryout meetings, tryouts and any registration sessions.
- Attend D10 Registration meeting.
- Responsible for membership notification of upcoming registration as least (1) month in advance.
 - Place ad in local media
 - Place signs in approved community locations advertising registration
 - Coordinate registration information on CIHA website with communications director.
 - Accept and return registration any/all registration calls and questions.
- Coordinate registration paperwork including:
 - Call all families that submit incomplete player information (to include birth certificate, waiver form, medical history, registration form, USA Hockey registration, and payment)
 - Check birth dates to ensure correct player level
 - Forward payment information to treasurer
 - Scan all USA hockey registration forms into Cyber Sport
 - Download player information to coordinate tryouts.
- After teams have been formed, assemble team books according to D10 requirements. Make stickers labels of team rosters for game sheets.
- Facilitate Roster Sign-off by providing each team with their original roster, give signing instructions and date to return to registrar.
- Attend team manager meeting and instruct team managers on roster sign-off and familiarize them with the team book.
- Work with level directors to obtain needed rosters, certification, and background check information for all team coaches and managers. Scan into Cyber Sport.
- Collect all team books at end of season

S.K.A.T.E. Coordinator / End of the Year Banquet Coordinator

Responsibilities:

- Promote S.K.A.T.E. program to CIHA players/families
- Coordinate a committee to help plan program and solicit prizes.
- Work with MN Hockey S.K.A.T.E. Director, attend all meetings.
- Receive report cards of student athletes.
- Determine eligibility of student athletes within the association
- After approving eligibility, shred all report cards.
- Organize year-end Rally in conjunction with CIHA Annual Party
- Create certificate with each participate name on it
- Plan/Organize and execute end of the year party for CIHA

Hockey Operations

Hockey Director

Position Specific Skills/Qualifications: Candidate will either be a current member of the CIHA board or will be willing to attend monthly board meetings and provide updates regarding ACE/hockey operations to the board. This person should have extensive hockey experience, typically including head coaching experience, and should be able to lead hockey development within the CIHA association. This candidate should have excellent organizational, planning, communication, and teaching skills. It is highly suggested that any potential candidate be at least USA Hockey Level 3 or 4 certified. This person will interact directly with all coaching staff members and will oversee the development of all levels and players within the association.

Responsibilities:

- Lead all HEP/Hockey Director initiative for CIHA
 - HEP training for parents and coaches
 - Player skill development through HEP “Skill Challenge Program”, USAH skill development and cross-ice programs and local skill development sessions.
 - CEP Training and certification requirements for CIHA coaching staff.
 - Achieving HEP practice to game ratios
 - CIHA coaching staff skill development training sessions
 - Coach mentoring
 - Coaching resource library
 - Dissemination of MN Hockey training materials to coaches.
- Responsible for hockey operations relating to player/coach development.
- They are responsible for assuring all directors are completing responsibilities and necessary tasks within set timelines including coach evaluations
- Responsible for the recruiting of properly qualified coaches for all levels of the association.
- Responsible for leading all coaching candidate interviews and for presenting all candidates to the CIHA board for review and approval.
- Work directly with appropriate level director to address any coaching problems and work to provide solutions in a timely manner.
- Responsible for scheduling and conducting coach meetings during the current year season in order to promote open communication and team alignment within CIHA expectations.
- Work with high school level head coaches in order foster relationships and understand expectations of player development.
- Organizes, coordinates and leads Hockey Operations Committee.

Hockey Operations Committee

Responsibilities:

- A Board of Directors nominated, oversight committee which meets quarterly (or as needed) to examine the overall direction of Bluejacket Hockey.
- Members will have extensive hockey knowledge and experience, including but not limited to head coaching experience at all levels, player/skater experience, USA Hockey training and past Board of Directors experience.
- The Committee will make both macro and micro recommendations to the Board of Directors to enhance the Bluejacket way of Hockey.
- Keeps the identity of Bluejacket hockey in mind at all times in decision making and when making recommendations.
- Develops idea and strategies to effectively enhance the overall success of Bluejacket Hockey.

COED Director –Encompasses all (Bantam, Peewee. & Squirt Levels) *Can be broken down and assigned by level

Position Specific Skills/Qualifications: This candidate should have hockey knowledge and should have excellent organizational, planning and communication skills. This person will work with the board (and Hockey Director) as teams are formed and will work to ensure teams operate smoothly during the season. Conflict resolution can be expected.

Responsibilities:

- Manage the Squirt, Peewee, and Bantam levels of CIHA including working within any current partnership or coop programs to ensure the best experience for all CIHA youth. • Will be included in coach recruitment and selection which will include coaching interviews that are conducted with the Hockey Director.
- Work with tryout team to conduct pre-skate and tryout process.
- Once teams' selections are completed work with the Registration Director to assure that all team rosters are signed for registration.
- Work with Hockey Director to ensure that all coach certification is complete and submitted to D10.
- Problems resolution for COED teams that may include:
 - Team Disputes
 - Tryout Questions
 - Coaching Complaints
- Participate in Managers Meeting
- Creating contact list for all manager and coaches that will be submitted to D10 and also used with intra-association communication.
- Attend Monthly CIHA Board Meeting, OR, Send a written summary prior to the meeting.
- Must Attend Monthly CIHA Board Meeting when requested.
- SafeSport
 - Administer and Monitor USA Hockey SafeSport Policy within CIHA
 - Record screening of staff and volunteers
 - Provide education and awareness training
 - Respond to and Report and concerns of abuse under the SafeSport Policy
 - Must complete SafeSport training module within required USA Hockey deadline

Girls Director (10U-15U Levels)

Position Specific Skills/Qualifications: This candidate should have hockey knowledge and should have excellent organizational, planning and communication skills. This person will work with the board (and Hockey Director) as teams are formed and will work to ensure teams operate smoothly during the season. Conflict resolution can be expected.

Responsibilities:

- Manage the 10U, 12U, and 15U levels of CIHA including working within any current partnership or co-op programs to ensure the best experience for all CIHA youth.
- Will be included in coach recruitment and selection which will include coaching interviews that are conducted with the Hockey Director, or as assigned through a co-op agreement.
- Work with tryout team to conduct pre-skate and tryout process.
- Once team selections are completed work with the Registrar to assure that all team rosters are signed for registration.
- Work with Hockey Director & Registrar to ensure that all coach certification is complete and submitted to D10.
- Problems resolution for GIRLS or COOP teams that may include:
 - Team Disputes
 - Tryout Questions
 - Coaching Complaints
- Attend Monthly CIHA Board Meeting, OR send a written summary prior to the meeting.
- Must Attend Monthly CIHA Board Meeting when requested.
- Must attend joint Co-op meetings when requested.

Mite Director (Mite-8U)

Position Specific Skills/Qualifications: This candidate should have extensive hockey knowledge and have excellent organizational, planning and communication skills. This person will be responsible for the largest group of players and teams within CIHA and will need to be able to manage level of play for all players as well as ensuring proper coaching which may include training for newer coaches. The candidate must be comfortable working with parents and players who are new to hockey and may not understand the demands, deadline and commitments that are required.

Responsibilities:

- Attend Mite Director D10 Meetings as scheduled.
- Work with registration to estimate the number of teams and estimate the number of ice hours needed.
- Communicate CEP training possibilities with all mite coaches.
- Identify head and assistant coaches for all teams. Expectations are (3) coaches per team with experience level distributed among teams to ensure proper player training. Organize and conduct early season coaches meeting.
- Communicate CEP training possibilities with all mite coaches and coordinate with registrar
- Organize and conduct Welcome to Hockey Parent/Coach meeting and disperse Welcome to hockey newsletter.
- Organize and conduct Mite evaluation process and use scoring results for team distribution.
- Organize team and Attend D10 Mite Scheduling Meeting.
- Enter Schedules, maintain, and modify CIHA Website Mite schedules, Dryland, and Outdoor practices (inclement weather notices)
- Enroll all eligible CIHA mite teams in one away Jamboree.
 - A Mite home + away
 - B Mite home + away
 - C Mite Home + away
- Initiate and organize CIHA Jamboree committee to be responsible for year-end Jamboree
- Communicate with all teams at the mite level during the year which includes organizing and conducting a mid-season mite meeting.
- Troubleshoot problems and provide problems resolution for Mite teams may include:
 - Team Disputes
 - Tryout Questions
 - Coaching Complaints
 - Supervise and assist In-house Mite Director

Misc.

- Work with equipment manager to secure required equipment for each team and goalies.
- Assist with recruiting efforts at LTS Learn to Skate Program and Try Hockey for Free Day
- Order, purchase, organize, and disperse end of year trophies and Mite Jamboree medals
- Retain, analyze and produce annual Mite Stats.

In-House Mite Director (Mite-8U)

Position Specific Skills/Qualifications: This candidate should have extensive hockey knowledge and have excellent organizational, planning and communication skills. This person will be assisting the Mite Director and will be responsible for largest group of players and teams within CIHA. The candidate will need to be able to manage level of play for all new players as well as ensuring proper coaching which may include training for newer coaches. The candidate must be comfortable working with parents and players who are new to hockey and may not understand the demands, deadline and commitments that are required.

Responsibilities:

- Works closely with and follows direction of the Mite Director in regards to CIHA philosophy, Development, game play direction, and USA Hockey principle for Mite Development
- Assists Mite Director with all duties listed in Mite Position description (coaches mtgs, Evals, player selection.)
- Leads In-house Mite portion Mtg. Parents mtg. Welcome to hockey mtg.
- Fully involved in LTS and Try Hockey for Free.
- Leads In-house Mite D mites practices. Ensures In house mites are scheduled for tournaments.
- Ensures In-house coaches are properly educated and certified.
- Leads In house out door practices.
- Helps educate 1st time players and parents by conducting early mid and late season parent mtgs.
- D Mite Jamboree, (1) away tournament plus any additional parent approved (paid)

Goalie Coordinator

Responsibilities:

- Work with the CIHA Hockey Director to plan and coordinate the in-season Goalie training program.
- Coordinate summer off season goalie camp
- Recruit a qualified goalie training (Jr.) program for CIHA
- Work with the Indoor Ice Scheduler to obtain ice hours required for goalie training program.
- Communicate the goalie training program schedule to all participants.
- Work with the CIHA Hockey Director to get coaches to attend and be trained in goalie techniques.
- Inform board of status and quality of equipment, including requests for purchasing goalie specific equipment
- Inventory & track all loaned out goalie equipment
- Attend Monthly CIHA Board Meeting, OR, Send a written summary prior to the meeting.
- Must Attend Monthly CIHA Board Meeting when requested.

Manager Coordinator

Responsibilities:

- Revise Managers handbook as needed.
- Organize and lead Managers training for all team Managers.
- Attend all required Managers training.
- Ensure all Team Managers attend required training.
- Answer questions and guide team managers throughout the year.
- Purchase/Procure and supply all Team Managers with necessary supplies.
- Lead Managers Meeting
- Creating contact list for all manager and coaches that will be submitted to D10 and also used with intra-association communication
- Also acts as the Game Sheets Coordinator who will:
- Train team managers in Game Sheets
- Be the contact person for D10 Game Sheets Coordination

Ice Scheduling Director

Job Description

It is the responsibility of the Ice Director to purchase and distribute ice hours for the association during the winter hockey season (August through March), clinics, and recreational leagues. The Ice Director is responsible for allocating the association ice hours to all teams for the purposes of games and practices.

Responsibilities:

- Secure ice time to satisfy the ice usage plan
- Provide ice hours to the Tryout Director for tryout schedules
- Provide ice hours to the Mite Director for the mite evaluation process
- Work with the Board and Level Directors to determine total and ongoing ice needs
- Schedule District 10 traveling league games with Ice Directors from other associations.
- Schedule District 10 mite games with personnel from other associations
- Communicate mite game schedule to all refereeing personnel
- Create practice schedules for all CIHA teams
- Input team schedules into software package and publish team schedules to the CIHA website (via SE)
- Process all game change requests that may be generated internally or externally during the season and updating the board regarding these changes during regular board meetings
- Provide regular scheduling and ice appropriation updates to the board during winter hockey season.
- *May split out Mite Scheduling duties to another person (Mite Scheduler)

Tournament Scheduler

Responsibilities:

- Maintain/procure statewide tournament schedule annually
- Schedule all traveling teams for requisite number of tournaments (excludes Mites)
- Schedule hotel blocks for teams where and when deemed appropriate (request coach room comps for non-parent coaches)
- Work with Hockey Director, CIHA Board, and Ice Scheduler to schedule teams in a fashion that maximizes ice/practice availability at the Isanti Arena
- Work with Hockey Director, CIHA Board, and Ice Scheduler (utilizing prior year feedback to enter teams in tournaments based on strength of team to promote competitive games.
- Work with Hockey Director, CIHA Board, and Ice Scheduler to schedule Tournaments that generally fall into the travel restrictions and are cost effective to the overall budget (sometime cheaper does not mean better)

Rec League Coordinator- Northern Exposure Coordinator-Summer Shiny

League Responsibilities:

- Coordinate Fall Northern Exposure Rec League early promotion and pricing as approved by the board of directors.
- Work with Ice Scheduling Director to secure ice required for league dates as well as required referee needs.
- Develop team rosters with an emphasis on promoting competitive play at each level. • Coordinate team jerseys and equipment needs.
- Provide a season review to the board of directors to compile finances and general success.

Tryout Coordinator

Responsibilities:

- Responsible for the annual traveling tryout process for CIHA & working within any COOP (team or association) that may be in place. (levels Squirt/U10-Bantam/U15)
- Hold pre- and post- tryout committee meetings.
- Revise Tryout process as recommended by tryout committee and approved by CIHA board
- Work with Ice Scheduler to determine tryout ice needs and secure needed ice.
- Review and revise as needed CIHA tryout packet.
- Provide Pre-tryout information (packet) to board & Communications Director sufficiently ahead of time. Answer membership questions prior to tryout weekend.
- Contact and hire independent evaluators for tryout process.
- Organize and conduct Pre-skate process weekend prior to tryouts.
- Work with Equipment Manager to ensure that necessary tryout jerseys (numbered) are on hand.
- Define drill and scrimmages with the assistance of coaches/tryout committee.
- Work with Webmaster to post official player assignments on website in compliance with CIHA tryout process.
- Review tryout process and provide review to board with any recommended changes/improvements.
- Schedule Tryout Scrimmages with other associations

Dry-land Conditioning Coordinator

Responsibilities:

- Work with the CIHA Hockey Director to plan and coordinate a conditioning program for all travel teams within CIHA.
- Work with travel team coaches and managers to communicate and implement approved plan within CIHA
- Utilize the Conditioning facilities located at the Isanti Arena within this conditioning program.
- Responsible for upkeep of all equipment located in the conditioning facility.
- Set up Team Practice Schedules with assistance of Ice Scheduler.

Equipment Manager

Responsibilities:

- Maintain a current inventory of all CIHA equipment, including where the inventory is, what condition it is in, etc. Equipment review should be provided as pre-season planning is conducted and following season completion (Goalie equipment excluded)
- Provide any equipment needs to the board for consideration
- Equipment responsibility includes: Pucks, puck bags, First Aid kits and to make sure there is sufficient inventory
- Work with team managers to dispense equipment to CIHA teams and players as needed, documenting all team distributions
- Replace and repair equipment as necessary
- Work with team managers to collect all association equipment that will not be used during the off season.
- Check in and check out CIHA equipment to CIHA members and hold/file deposit checks

Apparel and Jersey/Sock Coordinator

Responsibilities:

- Work with the vendor approved by the CIHA Board of Directors to create art mock-ups for CIHA Jerseys, Socks and Apparel
- Present Mock-ups to CIHA Board of directors for final approval
- Coordinate and order all CIHA Jerseys for Co-ed Travel Teams, Mite teams, Girls Coop teams (as prescribed by any current co-op agreement) This includes practice jerseys, tryout jerseys, and game jerseys and socks
- Coordinate and order all promotional and/or team items as approved by the CIHA Board of directors.
- Coordinate and order all annual CIHA Member Apparel orders. Delivery date must be guaranteed prior to Dec 20th each year
- Coordinate and order any coaches apparel

Recruitment Coordinator

- **Learn to Skate/THFF**
- Coordinate with Ice Scheduler to obtain needed hours for Learn to Skate (LTS) Program and Try Hockey for Free events
- Schedule Program dates and secure sufficient coaches (Bantam/U15, High school, parents) with the intent of providing a low student to teacher ratio for better instruction sessions
- Advertise LTS program, Try Hockey for Free, and general CIHA hockey program in schools (prior to year-end), on the CIHA website, and also in the Preseason newsletter.
- Deliver LTS, Try Hockey for Free, and CIHA Hockey promotional flyers to local daycares and schools
- Make sure LTS information is included in registration packet
- Coordinate LTS representative(s) (with program information) at walk-in registration
- Keep track of all registrants and program fee deposits.
- Properly place students in age appropriate classes
- Provide hockey sign-up information and answer general hockey questions to new parents
- **May create a Recruitment Committee of up to three additional people**
- **CIHA Jubilee Days Float**
 - Responsible for coordinating float ideas, construction, crowd giveaways, informational flyers and operation during the Jubilee Days Parade in Isanti
- **Isanti County Fair & Rodeo Days Kids Days**
 - Coordinate booth registrations with board approval
 - Coordinate activities for kids to play
 - Disseminate LTS, THFF, & registration information

Fundraising

Fundraising Director

Position Specific Skills/Qualifications: This candidate should have excellent organizational, planning and communication skills. This person should also be able to lead and coordinate groups/committees that may be needed for any association fundraising programs or opportunities. The fundraising director should maintain proper communication with association membership to ensure that they are aware of all opportunities that are available to reduce player cost. They will also stay up-to-date on any/all specific rules pertaining to team or association wide fundraisers. Finally, the candidate will be responsible for creatively coming up with new ideas for fundraising for both the association as whole and individual families.

Responsibilities:

- Fundraising Director is responsible for revenue generating opportunities for CIHA families and to assist the association in making the program more affordable for individuals as well as adding revenue to the general fund.
- Association Fundraising:
 - Brainstorming and proposing ideas for new fundraising.
 - Reporting performance of current year fundraising programs and recommending any changes for following years.
- Assist in finding and securing vendors for Mite Jamboree and any Home Tournaments
- Team Fundraising:
 - Select programs that allow for opportunities for teams to participate and use proceeds to be used by the team as a whole.
 - Plan and coordinate programs (ex. Heggie's) including vendor contact, sales dates, distribution and collection. Utilize subcommittee if needed.
- Provide fundraising opportunity information to members during registration and post information to CIHA website.
- Track and provide to treasurer, & gambling manager if required all fundraising sales and respective credits and ensure the all order proceeds are collected.

Sponsorship Coordinator

- Coordinate traveling team sponsors for upcoming year.
- Coordinate Jersey sponsors for upcoming year.
- Work with communications director to include sponsorship information in the pre-season information newsletter.
- Sponsorship level funding in accordance with CIHA policy.
- Honor team requests when possible (parents may not want to sponsor just any team, just their players)
- Teams may identify their own sponsors but they must communicate said sponsorship to the coordinator.
- Collect sponsorship forms, donation checks and deliver to CIHA treasurer.
- Update sponsorship info on the CIHA website annually

Grant Writer

Responsibilities:

- Actively search and apply for grants that fall in-line with the overall mission of the Cambridge Isanti Hockey Association.
- Manage and maintain grants received and file all reporting requirements.
- Work closely with the Treasurer and Assistant Treasurer to follow all fiscal grant requirements.
- Report as required/requested to the CIHA Board.
- Attend the CIHA Board Meeting upon Board requests.
- Expected to serve in the positions for the entire term of any accepted grants.

Gambling Operations

CIHA Gambling Manager

The gambling manager will be appointed by the CIHA Board of Directors. The Gambling manager must be an active member of CIHA for a minimum of two (2) years and meet all eligibility requirements set forth by the Minnesota Gambling Control Board.

Responsibilities:

- Must be a Minnesota License Gambling Manager.
- Manager is required to continue to keep license current by attending accredited continuing education classes.
- Gambling Manager is wholly responsible for all operations on a daily, weekly, monthly, quarterly and annual basis. This includes, but is not limited to, all purchasing of gambling and office supplies, deposits, payroll, accounting and daily game auditing.
- He/She shall attend all monthly board meetings and present a monthly gambling managers' report, to be included as part of the Approve Monthly Board Meeting Minutes. This report shall include all state mandated reports, as outlined by Minnesota Gambling Control Board.
- It is the responsibility of the Gambling Manager to comply with the internal controls and appropriate State Statutes and City Ordinances established for the operation of a Minnesota Licensed Gambling operation.
- He/She is responsible for hiring and training all personnel for CIHA's gambling operation.
- The Gambling Manager shall be a voting member of the CIHA Board of Directors for business related to gambling operations.
- He/She shall look for future gambling opportunities for CIHA to further their ability to underwrite the program.
- Because of CIHA's internal controls, Gambling Manager is not permitted to be part of the Gambling Audit Committee or Charitable Gambling Proceeds Gifting Committee.

****This job description is not limited to the above responsibilities and is subject to review by the CIHA Board of Directors or by recommendations by the Minnesota Gambling Control Board through compliance reviews.**

CIHA Assistant Gambling Manager

The assistant gambling manager will be appointed by the CIHA Board of Directors. The Gambling manager must be an active member of CIHA for a minimum of two (1) years and meet all eligibility requirements set forth by the Minnesota Gambling Control Board.

Responsibilities:

- Assistant Gambling Manager will assist the gambling manager in conducting all operations on a daily, weekly, monthly, quarterly and annual basis. This includes, but is not limited to, all purchasing of gambling and office supplies, deposits, payroll, accounting and daily game auditing.
- He/She shall attend all monthly board meetings and present a monthly gambling managers' report, to be included as part of the Approved Monthly Board Meeting Minutes, if the gambling manager cannot attend. This report shall include all state mandated reports, as outlined by Minnesota Gambling Control Board.
- It is also the responsibility of the Assistant Gambling Manager to assist in compliance all internal controls and appropriate State Statutes and City Ordinances established for the operation of a Minnesota Licensed Gambling operation.
- He/She is may be responsible for hiring and training all personnel for CIHA's gambling operation, completing license and permit application requirements, negotiating leases, and determining product to be purchased.
- The Assistant Gambling Manager shall be a voting member of the CIHA Board of Directors for business related to gambling operations.
- He/She shall look for future gambling opportunities for CIHA to further their ability to underwrite the program.
- Because of CIHA's internal controls Assistant Gambling Manager is not permitted to be part of the Gambling Audit Committee or Charitable Gambling Proceeds Gifting Committee.