Hopkins Youth Hockey Association
Board Position Descriptions

Position: Gambling Manager

Position Description: Responsible for the day-to-day activities of the HYHA gambling operation. The Gambling Manager supervises all the gambling activity and the personnel who help run the operation. Duties include, but are not limited to:

- ♣ Supervising, hiring, firing, and disciplining all gambling employees
- ♣ Determining the product to be purchased and put into play
- ♣ Reviewing & monitoring the conduct of games
- ♣ Verifying all receipts, all disbursements, and all inventory
- ♣ Supervising all licensing & reporting requirements
- ♣ Assuring the organization is in compliance with all lawful gambling statures & rules
- ♣ Assuring that illegal gambling is not conducted at any permitted premises
- ♣ Assure that required reports are properly filed with the MN Gambling Control Board, the MN Dept of Revenue, the IRS, and the City of Hopkins
- ♣ Establishment, implementation, and documentation of the accounting & administrative controls

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Report monthly operating results • Obtain approval of Allowable & Lawful Purpose expenditures • Communicate with the Minnesota Gambling Control Board, MN Dept of Revenue, or City of Hopkins	• Supervision of employees and gambling operation • Audit/review of games in play • Assure inventory & cash accuracy • Preparation of monthly cash disbursements • Preparation of monthly G-1 and timely filing of all required reports (by the 20th of each month.) • Report & make recommendations at monthly Pull-tab committee meeting • Management of Lessor relationship • Participate in Continuing Education classes (once per licensed year)
May		• Federal & State tax returns due on 15th
June		• Annual audit due to MN Dept of Revenue
July		
August		
September		
October		
November		
December		• Ascertain calendar YTD profitability and make required disbursements in order to eliminate profitability and taxes
January		
February	• Promotes HYHA Board Positions	• Work with CPA to complete audit & tax returns
March		• Work with CPA to complete audit & tax returns
April		• Work with CPA to complete audit & tax returns