



"Life's Good in Burnewood!"
www.burnewood.ca

GAMING DIRECTOR JOB DESCRIPTION

- Be familiar with the Society's by-laws.
- Attend all executive and general meetings of the Society.
- Adhere to and implement any directives issued by the executive.
- Attend all bingo meetings in the Bingo associations we are members of (ENEBA has general meetings twice each year, attendance is a must as we lose bingo dates when no one shows up, Satellite has a general meeting every April).
- Coordinate and oversee all bingo events (responsibilities as chairperson at a bingo include making sure the right number of people show up, at end of bingo gather all paperwork and submit to treasurer and look after babysitting money. If unable to attend bingo, make sure someone else is assigned as chairperson).
- Write up ads for the Mill Woods Newsletter and submit to the Publicity Director.
- Report directly to the executive.
- Be knowledgeable about all league activities and events.
- Be willing to assist whenever needed.