

**British Columbia Association of Charitable Gaming (BCACG) is seeking a suitable candidate for Executive Director.**

This is a contract position, approximately 2/3 time (averaging 100 hours per month), at \$23,000 per year. Arrangements for office location are negotiable.

The person selected will work with the British Columbia Association of Charitable Gaming (BCACG) Board to create and put into effect policy and procedures that will fulfill the following BCACG mandate:

To provide a collective voice on behalf of all organizations in the Province of British Columbia with a history of applications for gaming licenses and/or direct access to charitable gaming funding, in order to represent their interests, issues and concerns on all charitable gaming activities, policies, regulations and procedures, and to participate actively in any processes and decisions that impact on any of these interests, issues and concerns.

Specifically she or he will work to:

1. maintain and strengthen a broad network of not-for-profit charitable organizations that rely on gaming funds for their operations
2. address the changing nature of this gaming funding, its criteria and obligations and the relationship of these organizations to the provincial government.

This involves:

1. maintaining and expanding a membership database
2. producing a quarterly newsletter
3. planning and overseeing an annual symposium
4. participating in monthly board meetings and reporting on tasks evolving from policy established by Board
5. liaise with Bingo Council of British Columbia (BCBC)
6. liaise with the Gaming Policy and Enforcement Branch (GPEB) and the Public Safety and Solicitor General of BC as directed by Board
7. responding to membership communication according to policies established by the board
8. managing and keeping records of all financial affairs
9. occasional travel (primarily in the lower mainland and to Victoria)

This work requires the following skills and experience (not in order of priority):

1. strong computer skills – Word, Excel, e-mail, web site management, database software
2. excellent verbal and written communication skills
3. strong organizational skills
4. proven ability to work independently
5. experience developing and following policy
6. experience working with government
7. experience or knowledge of gaming
8. experience in or with not-for-profit charitable organizations
9. bookkeeping experience

Please submit resumes by e-mail to Susan Marsden, President BCACG at [smarsden@citytel.net](mailto:smarsden@citytel.net) by June 22, 2009.