



# Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians

1245 Fulton Avenue, Coos Bay, Oregon 97420/ 541-888-9577

## GAMING FACILITY OPERATIONAL REVIEW BOARD

*Executive Gaming Management Experience Position Expectation*

<b>Department:</b>	Casino Operations
<b>Pay Range:</b>	Stipend
<b>Hours/week:</b>	TBA
<b>Type of Position:</b>	Board Member

<b>Reports to (title):</b>	Tribal Council
<b>Effective Date:</b>	1/25/2023
<b>Revised Date:</b>	11/22/2022

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties, all members of the Gaming Facility Operational Review Board (GFORB) of CTCLUSI are expected to conform to the following:

- Abide by the CTCLUSI Code of Ethics and Code of Conduct (see below).
- Adhere to all professional, loyalty, and ethical behavior standards of a Board Member.
- Interact in an honest, trustworthy, and respectful manner with community, employees, visitors, and vendors.
- Participate in meetings, staff meetings, and community meetings, as needed.
- Comply with CTCLUSI and Three Rivers Casino and Hotel policies and procedures.

### CODE OF ETHICS AND CODE OF CONDUCT

The basic responsibility of the GFORB is policy-making while the day-to-day operations of the Three Rivers Casino facilities is the responsibility of the Chief Executive Officer and his/her Executive team for casino operation and their respective staff. The GFORB policy-making responsibility is carried out through departmental policies and procedures and the employee operational handbook.

Because the GFORB represents CTCLUSI in all aspects of the gaming operations, the expectation is that the GFORB follow established Code of Ethics. The successful operation and reputation of CTCLUSI is built upon the principles of fair dealing and ethical conduct of the GFORB. Therefore, all GFORB members will abide by the following:

- a. All applicable federal and Tribal laws and regulations.
- b. GFORB will act in an unbiased manner in the decision-making role for CTCLUSI.
- c. Will always act in the best interest of the Tribe.
- d. All decisions of the GFORB must be from the majority of the Board Members.
- e. Must attend and fully participate in all meetings in a timely manner.
- f. No one member of the GFORB will be allowed to act for the entire board.



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- g. Will hold formal meetings in accordance with Tribal Code in which minutes will be kept.
- h. Will not abuse any policy of the CTCLUSI.
- i. Will not misuse any funds administered in regards to Casino Operations.
- j. Will not commit any felony or serious misdemeanor crimes while in office.
- k. Will not attend any meetings under the influence of alcoholic beverages or illegal drugs.

Violation of any of the above shall cause Tribal Council of CTCLUSI to review status on the Board.

### **POSITION PURPOSE**

The purpose of the Gaming Facility Operational Review Board (GFORB) is to maintain oversight and protection of the Gaming Business and Gaming Assets. The appointed board members will safeguard the records, assets, and funds and will act in the best interest of CTCLUSI.

### **ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES**

- Maintain oversight and protection of the Gaming Business and Gaming Assets.
- Portrays a sense of allegiance and acts in the best interest of the CTCLUSI. Their character and actions are subject to review of CTCLUSI Tribal Council.
- Makes every effort to participate in all regular and special GFORB meetings.
- Supervise the Chief Executive Officer of the Three Rives Casinos.
- Fosters a cooperative environment by communication, respect, grace and honesty and does not permeate the management barrier.
- Makes decisions regarding the hiring, promotion, termination and salary adjustments of the Chief Executive Officer and the Chief Financial Officer for the Gaming Facility. Once a decision is adopted by the Board, the decision shall be brought to Tribal Council to review and approve or deny the decision of the Board as defined in 7-8-7(b) of the Tribes Gaming Code.
- Review and approve the annual budget for the Tribe's Gaming Facilities. A majority of the Board votes shall approve the budget, provided that votes are cast by a quorum of the Board. Once adopted by the Board, the budget shall be brought to the Tribal Council, which will then review and approve or deny the decision of the Board.
- Authorizes the execution of contracts for budgeted capital purchases for goods that are in excess of \$25,000.00 per annum, but less than \$300,000.00 per annum, in the approved annual budget, and which do not include a waiver of sovereign immunity or arbitration provisions.
- Authorize the execution of contracts for services that are in excess of \$25,000 per annum but do not exceed \$300,000 per annum, in the approved annual budget, and which do not include a waiver of sovereign immunity or arbitrations provision.
- Report monthly to Tribal Council regarding actions taken.

### **MINIMUM MANDATORY QUALIFICATIONS**

- Experience:
- 8 years of executive level management experience with a gaming facility (not including experience with CTCLUSI gaming operations) or substantially equivalent experience determined by Tribal Council. Such experience could include Finance, Law and/or Human Resources.
- Education:
- Bachelor's Degree in Business, Finance, Accounting, Human Resources or related field.



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Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Demonstrate good judgement, problem-solving and decision-making skills with a high level of detail.
- Demonstrates advanced analytical review and evaluation skills.
- Advanced mathematical skills with the ability to perform complex math functions.
- Ability to understand financial information effectively.
- Ability to perform sophisticated technical research and analysis, draw conclusions and implement solutions.
- Knowledge of the functions and structure of CTCLUSI.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Advanced knowledge of Gaming Operations and regulatory environment.
- Knowledge of all aspects of gaming operations and responsibilities.
- Advanced knowledge and understanding of the risks and opportunities of the gaming industry; this includes the legal and regulatory environment.
- Ability to communicate financial information effectively and in a way that is easily understood by those not familiar with industry terminology.
- Ability to read and interpret complicated documents such as contracts or legal documents.
- Ability to perform other duties as assigned.
- Maintains all required licensing and meets continuing education requirements on an annual basis.
- Must agree to sign a confidentiality agreement.

### **PREFERRED QUALIFICATIONS**

- Master's Degree is preferred. Preferred professional designations include Certified Public Accountant (CPA), Senior Professional in Human Resources (SPHR), SHRM Senior Certified Professional (SHRM-SCP), Certified Financial Analyst (CFA), Certified Compensation Professional (CCP), Member of any State Bar Association and in good standing.

### **WORK ENVIRONMENT**

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with clients, vendors and staff.



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**Mental demands:** There are a number of deadlines associated with this position. The Board Member must also multi-task and interact with a wide variety of people on various topics and, at times, complicated issues.

#### **TRIBAL AND INDIAN PREFERENCE**

The CTCLUSI is located within the CTCLUSI Indian Reservation and, in accordance with the CTCLUSI Tribe personnel policies, has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the CTCLUSI Tribe will be given primary preference in hiring, employment and appointment for this position and members of other federally recognized Indian tribes will be given secondary preference.

#### **OTHER**

All Board members must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate removal. Due to the sensitive nature of the position, candidate is subject to a credit check and criminal history background check which includes fingerprinting.



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**Disclaimer:** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**Except for this preference "Tribe's Name" is committed to the principles of equal employment opportunity (E.O.E.)**

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

### ACKNOWLEDGMENT

I have reviewed the content of the **Gaming Facility Operational Board** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Board Member (*printed name*)

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Board Member (*signature*)

\_\_\_\_\_  
Date