



## Spirit Mountain Casino

**Title: BOARD OF DIRECTOR**

**Dept:** Not Applicable

### **Job Summary:**

The Board of Directors is responsible to the Grand Ronde Tribal Council. The Board Members are the fiduciaries who steer the Spirit Mountain Casino towards a sustainable future by adopting sound, ethical, legal governance and financial management policies, as well as advancing the mission of the organization.

### **Essential Functions:**

- Attend and actively participate in all board meetings.
- Establish policies, procedures and practices as needed.
- Oversees strategic planning efforts and action plans.
- Develop and review the goals, strategies and action plans that define and accomplish the mission and vision.
- Understand and comply with Bylaws.
- Comply with appropriate laws relating to Spirit Mountain Casino.
- Develop, execute, evaluate and approve appropriate policies, plans and budgets.
- Approve the annual budget and review monthly financial reports and is responsible for fiscal accountability.
- Establish committee, tasks forces and working groups as necessary.
- Recruit and hire Board Members, as vacancies arise.
- Maintain working knowledge of committee work and action items.
- Facilitate meetings as needed, including committee meetings.
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- Appoint Board Chair, Vice Chair and Committee Officers.
- Evaluate the General Manager, Corporate Audit Director and Surveillance Director executive positions annually.
- Manage performance, development and employee relations as a direct report for the General Manager, Corporate Audit Director and Surveillance Director.
- Travels to attend other special meetings.
- Maintain confidential information at all times.

### **Education, Experience, and Licenses:**

- OR equivalent combination of education, training and experience.
- Primary Management Official (PMO) Gaming License is required.
- Experience in a hospitality or customer driven environment is recommended.
- Preferred experience in gaming, tourism, corporate finance, accounting, marketing, promotions, human resources and management of executive staff.
- Knowledge of regional economies in Portland-metro and Salem.

### **Driving Requirements:**

- This position may require driving.

**Qualifications, Registrations, and Certifications:**

- Strong commitment to the Grand Ronde community and Tribe.
- Ability to manage performance and development of direct report staff preferred.
- Knowledge of performance management preferred.
- Understanding of financial statements and budgets is required.
- Knowledge of Native American Organizations preferred.
- Awareness and understanding of Native American culture.
- Preference will be given to enrolled members of the Confederated Tribes of Grand Ronde.

**Environmental Factors and Conditions/Physical Requirements:**

- Continually requires the ability to express or receive detailed information or important instructions through oral communication.
- Continually requires working with fingers rather than the whole hand or arm. Requires repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.
- Requires standing and/or sitting for sustained periods of time, raising objects from a lower to a higher position and/or moving objects horizontally.
- Occasionally requires lifting of up to 50 pounds.
- This position is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.
- Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures, and Emergency Management Plan.
- Due to the nature of the interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.
- May be called upon to serve as a Disaster Reservist during emergencies, or when the Tribal Emergency Operations Center is opened.
- Local travel is occasionally required. Travel outside of the state is infrequently required.

**Background Check:**

- Candidates for this position will be subject to background check.

**Disclaimer:**

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

*This is an accurate description of the essential functions of my position.*

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Employee Signature

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Badge #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor/Manager Signature

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Badge #

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Date