

Chairperson's Job Description

Bingo Duties:

The Bingo Chairperson is responsible for the overall operation of the bingo event. Bingo and Pull Ticket duties are performed in consultation with the Hall Advisor.

Duties include:

- Supervising Volunteer and Paid Staff
- Assigning duties to Volunteer Staff
- Ensure the secure handling of cash; and
- Complying with the Financial/Inventory Control System
- Ensure all Volunteers and Paid Staff sign in before starting work.
- Make sure you know all your volunteers
- Assign Volunteers to positions for which they are best qualified to do
- Chairperson and Controller will need to count cards and floats.
- Volunteers arrive A - 10:30 E - 4:30 LN - 9:15
- Office door to be closed and locked, for the duration of the event from this time on
- Explain to any new volunteers what is expected of them in terms of selling, how to check a bingo and when they can have a break.
- Volunteers may not use their cell phones on the floor, but they can come back to the volunteer area to use it if they have to.
- Check your sign-in sheet the Advisor will be looking at it to be certain that you have the correct number of volunteers, if you are short, a fine may be levied. Everyone must print and sign their FIRST and LAST name.
- You or the Paymaster will be asked to check the bingo equipment with the Caller.
- Instruct Controller and Paymaster of their duties.

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- Just before the games start Cashiers will begin to transfer money back to you. You must count and confirm cash passed back sign the slip and give to the Advisor.
- Make up the Paymaster float for payouts, the Advisor will tell you how much money you need to provide. Make sure you have \$5's, \$10's and a roll of loonies in the mix. Record the cash on the Paymaster's sheet. You will initial it and so will the Paymaster.
- Count and verify all cash transfers from the Paymaster, Controller and Cashiers
- In consultation with the Hall Advisor, resolving complaints from the public
- Upon detection, advise AGLC of any cheating or other problems
- Complete discrepancy reports as required
- Prior to the end of the event count the float and return it to the Advisor
- Verify all un-used cards and return to the Advisor
- Sign off on all cash and cards
- Prepare the deposit with the Hall Advisor and then place it in the safe deposit
- Sign all financial control forms
- Copies of the event will be emailed to the club