

SCOPE OF POSITION:

The Board of Directors Representative is responsible for overseeing and controlling the Nation's conduct of Gaming and Related Enterprises through oversight of Executive Management and the adoption of policies and procedures to govern the operation of Gaming Facilities and Related Enterprises. The Board of Directors is responsible for delegating all management functions to Executive Management and overseeing the performance of Executive Management. The Board of Directors Representative will perform business functions following Tribal, Federal, and State laws, gaming regulations and statutes, the Comanche Nation Entertainments' Mission Statement and objectives of the organization, and established policies, procedures, and controls. The Board of Director's performance has a direct effect on all team members of Comanche Nation Entertainment and is essential to the casinos reaching their full potential in providing a superior entertainment experience for casino guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following are major duties and are not intended to be all-inclusive or restrictive.

- Hire, direct, and supervise a Chief Executive Officer following Section 230-237 of this Ordinance, or a similarly qualified and approved Management Contractor.
- Establish, adopt, and cause to be implemented policies and procedures for the Board, its staff, Gaming Facilities, and Related Enterprises to guide development, protect Patrons, employees, and property, promote operational efficiency, reduce operating costs, comply with relevant laws and regulations, and encourage growth of Net Gaming Revenues and other income.
- Develop, approve, and present to the CBC, the annual operating budget for the Board's operations following Section 216 of the Comanche Nation Gaming Ordinance.

- Approve and enter into contracts and other agreements, following Section 208 of this Ordinance, on behalf of the Board, Gaming Facilities, and/or Related Enterprises.
- Adopt personnel policies governing the employees of the Board, Gaming Facilities, and Related Enterprises.
- Monitor and oversee the operations of Gaming Facilities and Related Enterprises to ensure Executive Management accomplishes the duties set forth in Section 233 of the Comanche Nation Gaming Ordinance.
- Any other duties or powers not prohibited herein that the Directors determine are necessary to monitor and oversee the management of the Gaming Facilities and Related Enterprises.

SUPERVISORY RESPONSIBILITIES:

- Responsible for the direct supervision of the Chief Executive Officer (CEO).

REQUIRED EDUCATION, EXPERIENCE, AND COMPETENCIES: (Must possess at least two (2) of the following qualities):

- Must possess a Business Administration, Accounting, Marketing, or an equivalent field Degree;
- Five (5) or more years of experience in business management; and
- Two (2) or more years of experience in casino management; or
- Demonstrated knowledge of federal Indian law, the Indian Gaming Regulatory Act, and related statutes and regulations.

PREFERRED EDUCATION, EXPERIENCE, AND COMPETENCIES:

- The Board of Directors Representative must possess the ability to communicate effectively with a variety of contacts, including outside attorneys, senior management, and business associates.
- Experience with effective leadership techniques; possession of strong written and oral communication skills; possession of organizational and analytical skills and the ability to work well under deadlines are required.
- Must have experience working on matters of corporate governance.
- Casino experience preferred.

PHYSICAL ENVIRONMENTAL DEMANDS:

The Board of Directors Representative regularly communicates and exchanges information with the EMT team members, and third parties, operates a computer and other office equipment, and occasionally needs to move about the work area. The workplace is a professional office setting; however, work may intermittently be in a smoke-filled environment with varying noise levels depending upon location, time of day, and the amount of business.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.