



Grow Greene County Gaming Corporation – Board Member Job Description

Our vision is to positively grow Greene County for families and businesses to thrive.

Who we are: The Grow Greene County Gaming Corporation is the Non-Profit license holder and Qualified Sponsoring Organization (QSO) for Wild Rose Casino in Jefferson, Iowa. It is GGCGC's duty to distribute funds received from the gaming operation to qualifying 501(c)(4) charities and educational/governmental entities in compliance with the Iowa Racing and Gaming Commission and Chapter 99F, Code of Iowa.

Expectations of the Board as a Whole

- broadly and objectively represent the best interests of our county.
- determine the mission and purposes of the organization.
- select and evaluate the performance of the administrative assistant.
- strategic and organizational planning
- ensure strong fiduciary oversight and financial management.
- approve grant distributions.
- assess its own performance as the governing body of the organization.
- gender balance will be a priority of the board.
- representation of all areas of the county

Expectations of Individual Board Members

- know the organization's mission, policies, programs, and needs.
- prepare for, attend, and conscientiously participate in board meetings and events.
- thoroughly review and score assigned grant applications to establish grant recommendations.
- engage in learning about the counties needs in order to better evaluate applications.
- be a voice for the area of the county that you reside in.

Further, board members must:

- have a Class A DCI extensive background check that includes an extensive look at financials, prior work experience, interviews and investigation by the Iowa Division of Criminal Investigation for successful acceptance and licensing by the Iowa Racing and Gaming Commission (IRGC), including updated background checks as required by the IRGC.
- follow the organization's bylaws, policies, and board resolutions.
- sign an annual conflict-of-interest disclosure and update it during the year if necessary.
- maintain confidentiality about all internal matters of the organization.
- educate oneself on navigating the online grant management review process.
- be willing to embrace technology.
- be in attendance at meetings.

Board members can expect the organization to:

- provide an orientation to Board processes, practices, and culture.
- value each individual's perspective and contributions to discussions
- offer opportunities to develop and learn about topics relevant to the GGC mission.



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Typical Board Time Commitment during a three year term includes:

- Attendance at the following:
 - Monthly board meetings, second Tuesday of the month at 7:00 AM in Jefferson (1.5 Hr)
 - Meeting with municipalities and contiguous counties – January (3 hours)
 - Grant Review work session- First or second week of March in the evening (3-4 hours)
 - Awards Night – First week of April in the evening (1.5 hours)
 - Annual Meeting – Held in September in conjunction with monthly meeting.
 - Tour of Projects –A Friday afternoon in August (5 hours)
- Contribute to committee work (options may change as organization evolves)
 - Executive Committee (made up of the officers)
 - Governance Committee (includes updates on by-laws, nominating responsibility, and other governing issues)
 - Audit
 - Financial
 - Ad Hoc Committees (e.g., Search Committee, Gaming License Advocacy, etc.)
- Additional Board work (March & April):
 - Grant review
 - Grant applicant interviews
 - Grant scoring – independent reading and scoring time (3-6 hours per grant cycle)
- Availability to meet with grant recipients after projects are completed to assess impact and build community presence.
- Participation in and attendance at community events that reflect our granting priorities in order to demonstrate commitment to the community and to learn more about impact opportunities during grant cycle review.
- Availability for Board retreats and other ad hoc needs (e.g., executive search)
- Attend an Iowa Racing and Gaming Commission meeting.

I understand and commit to fulfilling these responsibilities in my role as an GGC Board member.

Signed:

_____ Date: _____
Member, GGC, Board of Directors

Printed Name

Approved by GGCGC 12/12/2023.