**Volunteer Opportunity: Casino Chairperson for Edmonton Dystonia Support Group**

**Location:** Edmonton, AB
**Role Type:** Volunteer, leadership and coordination role

**Role Overview**

The Casino Chairperson is a leadership opportunity for someone who wants to make an impact behind the scenes. This role oversees the planning and compliance of casino fundraising events providing essential funding for dystonia research, education, and support programs.

Working with the Edmonton Dystonia Support Group and Dystonia Medical Research Foundation (DMRF) Canada, the Casino Chairperson acts as the main point of contact with Alberta Gaming, Liquor and Cannabis (AGLC), coordinating all licensing and regulatory requirements from start to finish.

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**Key Responsibilities**

**AGLC Licensing and Readiness**

- Complete the required online AGLC casino workshop
- Follow the AGLC Casino Handbook and applicable regulations
- Serve as the primary point of contact with AGLC throughout the licensing and event process

**Administrative and Organizational Support**

- Complete and submit all required AGLC casino forms accurately and on time
- Meet all paperwork, licensing, and reporting deadlines
- Maintain records and documentation related to casino licensing, approvals, and reporting
- Coordinate casino timelines while ensuring all prerequisites are completed

**Compliance and Governance**

- Secure an eligible casino advisor as required by AGLC
- Ensure casino policies and procedures are followed in compliance with regulations
- Support Edmonton Dystonia Support Group and DMRF Canada in meeting all regulatory and governance requirements

**Communication and Coordination**

- Communicate clearly and professionally with all stakeholders
- Collaborate with the President, Treasurer, and DMRF Canada on approvals, reporting, and compliance matters

**Volunteer Coordination**

- Recruit, organize, and schedule approximately 40 casino volunteers for a two-day casino event
- Confirm volunteer availability and assignments in advance of the casino dates
- Provide guidance, support, and clear instructions to ensure volunteers are prepared and confident in their roles

**Teamwork and Problem-Solving**

- Work collaboratively with board members and key stakeholders
- Share updates regularly and escalate issues appropriately when needed

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**Time Commitment**

- Casino events are typically hosted approximately every 18 months
- Increased time commitment is required starting approximately six months in advance of a casino
- Periodic administrative and coordination work occurs between casino events
- Flexible schedule, with responsiveness around deadlines

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**Helpful or Nice-to-Have Skills**

- Previous AGLC or casino fundraising experience
- Experience with nonprofit governance or board service
- Comfort with email, PDFs, and basic office tools
- Strong organizational skills and attention to detail
- Project coordination or volunteer management experience

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**Personal Attributes for Success**

- Highly organized and detail-oriented
- Professional, dependable, and responsive
- Comfortable working with compliance requirements and deadlines
- Collaborative, approachable, and confident in a leadership role

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If you are interested in this role, please email info@dystoniacanada.org