



Alpaca Breeders of the Rockies, Inc.

President

<p>Purpose</p>	<p>Act as leader for the Alpaca Breeders of the Rockies adhering to ABR's By-Laws and State of Colorado laws concerning a non-profit organization.</p>
<p>Position Duration</p>	<p>Elected per ABR By-Laws by farm membership for a two year term.</p>
<p>Tasks</p>	<ul style="list-style-type: none"> • Responsible for overall coordination of ABR business • Prepares budget for President's office – an annual general operating expenses budget to be turned in to the Treasurer each August • Implement long range strategy for term of office • Conducts Board of Directors meetings <ul style="list-style-type: none"> - Schedules meeting date, time and place. - Prepares agenda, sends agenda to BOD before meeting for additions/changes • Conducts Quarterly Membership Meeting <ul style="list-style-type: none"> - Schedules meeting date, time, place and food - Prepares business portion of quarterly meeting - Prepares agenda to be included with quarterly 'Paca Parade newsletter (one month before quarterly meeting date) - Sends final agenda three days before quarterly meeting to those on agenda • Coordinates with Director – Education for afternoon portion of Quarterly Membership Meeting • Serves as point of contact for ABR members • Contact for AOBA • Supports AOBA Affiliate Grant Committee representative • Arranges meeting rooms for BOD meetings • Responsible for the Camelid Health Committee • Represents ABR on the Affiliate Congress
<p>Liaison & Oversight Responsibilities</p>	<ul style="list-style-type: none"> • ABR membership • Board of Directors • AOBA Affiliate Liaison • Breed Standards
<p>Updated</p>	<p>March 4, 2007</p>

