



Alpaca Breeders of the Rockies, Inc.

Director - Programs

<p>Purpose</p>	<p>Responsible for overall coordination of the Alpaca Breeders of the Rockies Programs.</p>
<p>Position Duration</p>	<p>Elected per ABR By-Laws by farm membership for two year term. Term begins in even numbered year.</p>
<p>Tasks</p>	<ul style="list-style-type: none"> <li>• Responsible for coordination of all programs             <ul style="list-style-type: none"> <li>- Establishes objective and profit margins for each program</li> <li>- Selects and supports Show Managers, Superintendents, and Event Coordinators, where needed</li> <li>- Reviews check list for each program</li> <li>- Reviews production schedule for each program</li> <li>- Reviews profit/loss associated with each program</li> </ul> </li> <li>• Establishes yearly budget for all Programs sponsored by the Alpaca Breeders of the Rockies             <ul style="list-style-type: none"> <li>- Reviews budget for each program with appropriate Show Manager or Event Coordinator</li> <li>- Reviews budget for each program with Director - Marketing</li> </ul> </li> <li>• Monitors choice of judges for ABR sponsored shows for diversity and frequency of use             <ul style="list-style-type: none"> <li>- Create listing of judges for shows from five previous years</li> <li>- Update annually</li> </ul> </li> <li>• Reviews and ensures Show Managers and Superintendents are up-to-date on current AOBA show rules</li> <li>• Evaluates feedback for each program.             <ul style="list-style-type: none"> <li>- Develops standard feedback form for all programs</li> </ul> </li> <li>• Responsible for requesting AOBA grants for shows             <ul style="list-style-type: none"> <li>- Determines which grants are applicable to each Program</li> </ul> </li> <li>• Evaluates future programs such as fund raising events, fashion shows, etc.</li> <li>• Oversees ABR's Youth Program</li> <li>• Coordinates with Director – Marketing and Director - Communications for all programs</li> <li>• Oversees that the National Western Stock Show ??Commercial Booth forms are received and payments made by due date. Coordinate with Director – Fiber and Director – Marketing for marketing and product booth.</li> </ul>

<p>Liaison &amp; Oversight Responsibilities</p>	<ul style="list-style-type: none"><li>• Show Managers, Show Superintendents, and Event Coordinators</li><li>• Director - Fiber</li><li>• Director - Marketing</li><li>• Director – Communications</li><li>• AOA Affiliate Grant Committee liaison</li><li>• AOA Show Coordinator</li><li>• National Western Stock Show Association</li><li>• Youth Program Coordinator</li></ul>
<p>Updated</p>	<p>January, 2010</p>