

### Executive Director's Duties.

The Executive Director shall act as IBBC's representative and perform, upon proper authorization by IBBC any and all of the following services to the extent necessary to meet IBBC's needs.

- a. Develop and maintain a complete operating plan for the Iowa Beef Expo and submit an annual budget to the Board of Directors for approval by September meeting is required.
- b. Communicate with all member breeds and sale managers of IBBC in developing the highest quality of entries per member breed as is possible.
- c. Supervise stalling of all animals during the Iowa Beef Expo. The Executive Director may hire, direct and determine compensation for a Barn Crew to aid in the implementation of this task. Be responsible for the establishment and assignment of show rings and sales rings for each breed for the particular breed shows and sales during the annual Iowa Beef Expo.
- d. Communicate with official state veterinarians, and the expo veterinarians representing breed sales and/or individual consignors, to insure all livestock health requirements are met and adhered to.
- e. Work in cooperation with the Iowa Cattlemen's Association.
- f. Serve as a liaison to the Iowa Junior Beef Breeds Association (IJBBA), including supervise all board meetings and the sponsored expo junior shows. Supervision and coordination of the judging contest is required.
- g. Solicit, obtain and supervise all trade show and live animal display entries and activities and all other exhibitors during the Iowa Beef Expo.
- h. Coordinate with the treasurer on accounts payable, accounts receivable and maintaining adherence to the approved annual budget. The Executive Director has no personal liability for accounts receivable or accounts payable. Director shall not have signature authority on any IBBC bank accounts.
- i. Prepare and submit to IBBC a financial report and summary of the Iowa Beef Expo by not later than the Board of Directors' meeting for the month of April following the culmination of the Iowa Beef Expo held the previous February.
- j. Prepare and solicit ads for the annual Iowa Beef Expo magazine.