



Colorado Livestock Association
3131 S Vaughn Way, Suite 130
Aurora, CO 80014
Office (970) 378-0500
www.coloradolivestock.org
[@colivestock](https://twitter.com/colivestock)

Job Description

Executive Vice President

Colorado Livestock Association

A. General Description

The Executive Vice President (EVP) of the Colorado Livestock Association (CLA) is the chief staff officer of the Association, directly responsible to the CLA Executive Committee and Board of Directors.

The EVP serves as Secretary of the Association as outlined in the bylaws and Articles of Incorporation. In these capacities, the EVP shall have charge and custody of all funds, securities and assets of the Association and shall be responsible for proper maintenance and safekeeping of the same. The EVP shall keep or cause to be kept such records as are necessary for proper accounting and such records as required by the Board of Directors.

The EVP shall manage the office of CLA in an efficient, dignified and friendly manner to best serve the membership of the Association and the EVP shall be responsible for the effective and efficient implementation of all programs and activities of CLA.

B. Specific Responsibilities

- Create and maintain visibility opportunities with other institutions to improve and promote CLA brand recognition.
- Responsible for personnel including employment, training, supervision, and termination.
- Head of Human Resources and benefits disbursement, including but not limited to retirement account management, healthcare and PTO.
- Answer all correspondence directed to the Association and correspond with others as directed by, or on behalf of the Association's Officers, Directors and/or Committee and Council Chairman.
- Assist in preparing the budget and seeing that it is followed while providing regular reports to subsequent oversight committees.
- Manage the CLA investment funds and assets with contracted advisors.
- Facilitate the management of the early warning weather system in cooperation with the environmental agriculture program and other MOUs.
- See that the planning and execution of the Annual Meeting of the membership, the fees, functions and activities are implemented in accordance with the policies relating to the same that are approved by the respective committees, councils and the Board of Directors.
- Represent CLA at Various industry meeting, public hearings, and conferences.



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- Work closely with the CLA Legislative Lobbyist in effecting the public affairs objectives of the Association.
 - Promote cooperation and constructive actions with other state associations, various government agencies, colleges, and other agricultural or business groups.
 - Arrange for an annual audit of the Association's records by an independent auditing firm.
 - Authorize all disbursements and fiscal transfers, maintaining appropriate records of such disbursements and transfers and reporting the same to the CLA Executive Committee, Board of Directors and membership, as is appropriate.
 - Maintain and supervise other activities and departments associated with CLA.
 - Oversee the continued success and maintenance of the CLA Workers Compensation Safety Group in accordance with state law and Pinnacle Assurances partners, as well as the improvement of the policyholders' position and longevity of the group for discounted premiums and dividend disbursement.
 - Manage all contractors of the organization, including but not limited to the auditor, accountant, lobbyists, financial advisors and attorneys.
- C. Relationship Responsibilities
- Report directly to the CLA Executive Committee and Board of Directors.
 - Responsible to the Board of Directors for all direction or policy set by the Board of Directors.
 - Work closely with CLA Executive Committee and committee members.
 - Act as goodwill ambassador for the CLA to higher education, research facilitators, and state regulators.
 - Serve as the primary representative for the Association at the state and federal level, with elected or appointed officials, and organizations associated with CLA.
 - Maintain a personal demeanor and reputation of the highest standards and represent CLA in a professional manner within the office and at various local, state and national meetings, conventions, and other events, including formal presentations at such events.
 - Perform other duties as assigned by the CLA Board of Directors or the CLA Executive Committee.
- D. **EDUCATION** - A Bachelor's degree is required, preferably in agriculture or agri-business. An advanced degree may be beneficial, but not required.
- E. **EXPERIENCE – 7-10 Years of experience is preferred.** Agricultural, livestock, or beef industry background is strongly preferred. Experience in association management is highly desirable.
- F. **SKILLS**- Excellent interpersonal skills and the ability to work effectively with producer leadership and a diverse group of stakeholders. An enthusiastic self-starter with a results-oriented mentality. Ability to envision and articulate new opportunities for the association and industry. An experienced and persuasive spokesperson with strong written and oral communication skills. Leadership and management skills with the ability to develop, lead and motivate a positive and committed team. Skilled at consensus building. Must possess high integrity, ethics and values. Must have a passion for the beef industry. Strategic planning, budget development, personnel and financial management experience are essential.