## Peaceful Valley Donkey Rescue, Inc.



## **Executive Officers**

**Executive Director** is the top ranking employee in the company and is responsible for the organization's overall health, direction and fundraising. The Executive Director, along with the Board of Trustees, sets the overall direction of the organization and makes decisions with the long-term success of the organization in mind. The Executive Director also reports regularly to the Board of Trustees.

Chief Operations Officer (COO), reports to the Executive Director and is the second top ranking individual and is in charge of implementing and overseeing the day-to-day operations, processes and strategies towards the overall mission and vision of the organization. The COO oversees and audits the performance of all Senior Managers and provides those reports to the Executive Director on a quarterly basis.

**Chief Financial Officer** (CFO), reports to the Board of Trustees and oversees the financial health of the organization and all of its many accounts. The CFO is responsible for the annual audit and for reporting its results to the Trustees for their review.

**Corporate Secretary** is responsible to attend all Trustee, Executive and Senior Staff meetings and to keep accurate notes. Securing the corporate seal and acting as the corporations notary public.