

## Family Business Responsibilities

Area	Person responsible	Person responsible	Person responsible
<b>Financial</b>			
Order items under \$1,000	-----	-----	-----
Order items over \$1,000	-----	-----	-----
Verify accuracy of bills	-----	-----	-----
Write checks	-----	-----	-----
Decide which bills get paid	-----	-----	-----
Handle payroll	-----	-----	-----
Work with lender	-----	-----	-----
<b>Milking</b>			
1st shift	-----	-----	-----
2nd shift	-----	-----	-----
3rd shift	-----	-----	-----
Manage milkers	-----	-----	-----
Treat cows	-----	-----	-----
Institute milking procedures	-----	-----	-----
<b>Feeding dairy herd</b>			
Mix and feed	-----	-----	-----
Change rations	-----	-----	-----
Order feed	-----	-----	-----
Group cows	-----	-----	-----
Work with nutritionist	-----	-----	-----
<b>Herd health and breeding</b>			
Call veterinarian	-----	-----	-----
Treat cows	-----	-----	-----
Maintain health records	-----	-----	-----
Select sires	-----	-----	-----
Breed cows	-----	-----	-----
<b>Other dairy duties</b>			
Bed cows	-----	-----	-----
Handle manure	-----	-----	-----
Maintain buildings	-----	-----	-----
Register cattle	-----	-----	-----
Cull cows	-----	-----	-----
Buy cattle	-----	-----	-----
Work with replacements	-----	-----	-----
<b>Crop program</b>			
Crop planning and records	-----	-----	-----
Fit land	-----	-----	-----
Plant	-----	-----	-----
Spray	-----	-----	-----
Harvest	-----	-----	-----
<b>Equipment maintenance</b>			
Service equipment	-----	-----	-----
Repair equipment	-----	-----	-----
List equipment purchases	-----	-----	-----
<b>Labor supervision</b>			
Interview potential employees	-----	-----	-----
Hire employees	-----	-----	-----
Conduct performance reviews	-----	-----	-----
Fire employees	-----	-----	-----
Write employee handbook	-----	-----	-----
<b>Other</b>			
Attend meetings	-----	-----	-----
Prepare business plan	-----	-----	-----
Work with consultants	-----	-----	-----
Run family meetings	-----	-----	-----