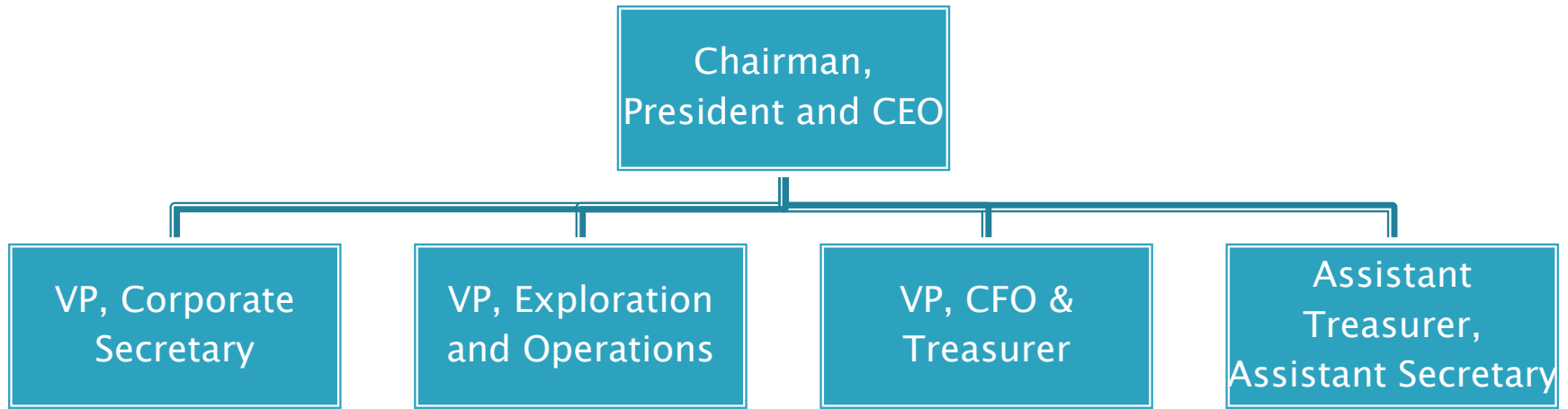


LEONARD JACOB CORPORATION

Organizational Structure and  
Job Descriptions

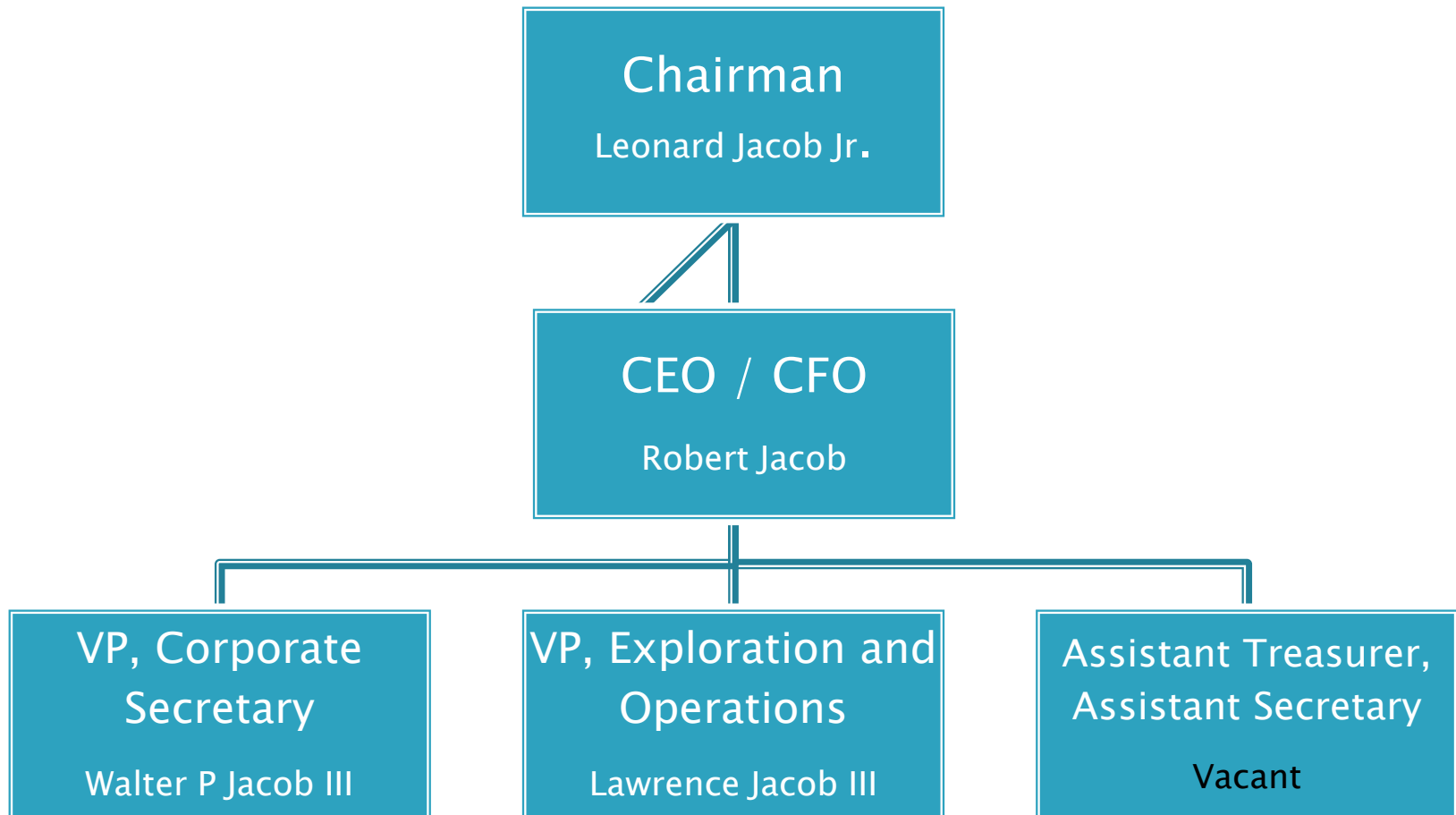
# LJCorp

## Traditional Organizational Chart



# LJCorp

## Current Organizational Chart



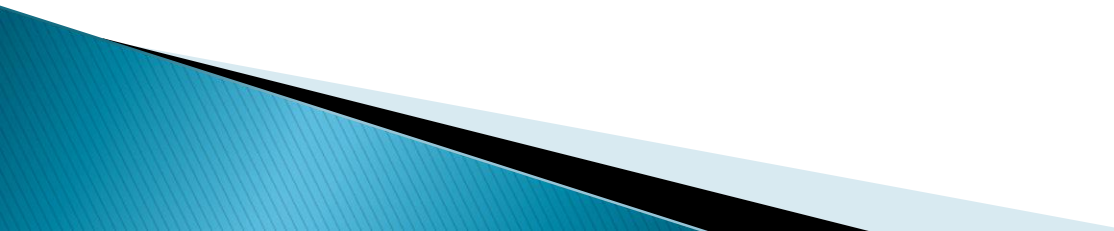
# Job Description – CFO/Treasurer

## ▶ CFO / Treasurer

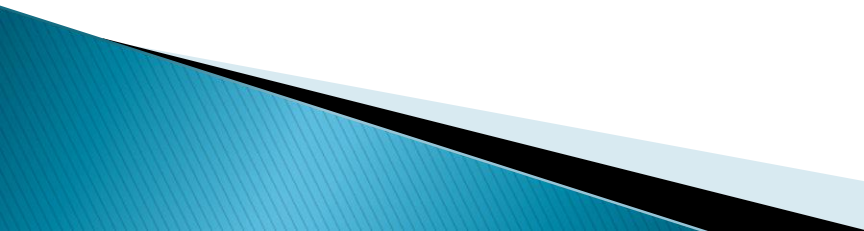
1. Manage the Schwab investment portfolio, including purchase and sale of investments; investment strategy; relationship with broker
2. Cash flow management
3. Tax Responsibility, including liason with Hutnak & Associates Tax Accountants, tax planning.
4. Financial and budget planning
5. Annual financial preparation, tax support and 1099 preparations
6. Quarterly Bank of America, Wells Fargo bank reconciliations\*
7. Expense (lazyj property plus misc), payroll, dividend and check cutting\*

# Job Description – President, CEO

## ▶ CEO/President

1. Responsible for the planning and day-to-day execution of LJC business and financial operations.
  2. Liaison between Board (Chairman) and the management of the company.
  3. Determine and communicate (to shareholders and stakeholders) the corporations strategic vision and direction.
  4. Responsible for balancing capital and people resources.
  5. Build the LJC culture for and with shareholders.
- 

# Job Description – VP Exploration and Operations

- ▶ VP, Exploration and Operations
    1. Manage the relationships with operators of all LJC oil and gas interests. Including Cathexis, Inland Ocean, and LOMA.
    2. Responsible to overseeing and assessing further development of the existing LJC leases.
    3. Manage the LazyJ Ranch property and related Whitsett/San Antonio business relationships.
    4. Develop and assess new, strategic and business development opportunities.
    5. Assist in the financial planning / projections associated with oil and gas revenues.
- 

## Job Description – Assistant Secretary/Assistant Treasurer

- ▶ Assistant Secretary/Assistant Treasurer
  1. Attend LJC Board meetings as a non-Director.
  2. Assist in the recording of the Board meeting minutes. Manage the edits for all Board minutes and the distribution of the final copy to Directors.
  3. Manage the LJC Website.
  4. Support the development and management of the corporate archives and family/shareholder history.
  5. Assist in the company accounting and payroll function.
  6. Reconcile Bank of America bank accounts. Assist Treasurer with day-to-day bank and related tasks.
  7. Support family/shareholder relations and programs, including special programs associated with the Annual meeting.