

Department Responsibilities

PRESIDENT

Phase 3: BUILD (Week 5)

- ✓ Prepare agenda template for weekly company meeting
- ✓ Communicate expectations of weekly meeting reports to each VP
- ✓ Determine communication tools that will be utilized by the Management team and overall
- ✓ Finalize Business Model Canvas, Mission Statement and Lean Business Model (if applicable) for submission
- ✓ Complete Product Approval with JA Mentor for submission

Ongoing

- ✓ Organize weekly management meeting and lead weekly company meeting
- ✓ Monitor all company activities
- ✓ Build and maintain company spirit
- ✓ Check in regularly with each department to ensure everyone is on task or if they need additional support
- ✓ Assists other VP and departments and step in when necessary
- ✓ Provide leadership in the development of a Business Plan (if applicable)
- ✓ Work weekly with the Vice-Presidents to:
 - review company operations and records
 - resolve personnel, production, and marketing problems
 - make sure all reports are filed with the local JA Office on time and according to local policy
- ✓ Coordinate all liquidation procedures and appoint a Final Report editor
- ✓ Complete President's report for final report/presentation
- ✓ Assist VP HR with end of program celebration and recognition
- ✓ Complete weekly reporting (based on Charter guidelines)

FINANCE DEPARTMENT

Managed by the VP Finance

Phase 3: BUILD (Week 5)

- ✓ Prepare startup expenses
- ✓ Develop budget
- ✓ Finalize break-even analysis
- ✓ Sell shares

Ongoing

- ✓ Utilize and keep up to date the financial record keeping system provided by JA
- ✓ Receive and disburse all company money
 - write and record company cheques or cash transactions
 - make deposits
 - record all financial transactions in the record-keeping system
 - keep money and records safe and secure
- ✓ Provide weekly financial report
- ✓ Administer Payroll (as determined by the Employee Handbook)
- ✓ Produce an income statement and a balance sheet
- ✓ Establish accounting and inventory records (in collaboration with Production)
- ✓ Manage cash transaction system
- ✓ Prepare summary financial statements
- ✓ Complete Financial section in business plan (if applicable) and final report/presentation

HUMAN RESOURCES DEPARTMENT

Managed by the VP HR

Phase 3: BUILD (Week 5)

- ✓ Review Employee Handbook template and finalize for submission
- ✓ Take over taking employee attendance using the established procedure
- ✓ Decide on team building activities

Ongoing

- ✓ Provide staffing information updates during weekly meeting
- ✓ Help keep Company morale up
- ✓ Keep employee hours up to date
- ✓ Approve payment of payroll
- ✓ Take minutes during meetings
- ✓ Deal with employee tardiness and discipline as needed
- ✓ Create staff schedule for sales opportunities as needed
- ✓ Complete HR section in business plan (if applicable) and final report/presentation
- ✓ Develop employee and volunteer recognition procedure
- ✓ Evaluation of staff
 - Create a mid-term check-in interview (employee performance review)
 - Create an exit interview
- ✓ Plan (with President) end of program celebration

PRODUCTION DEPARTMENT

Managed by the VP Production

Phase 3: BUILD (Week 5)

- ✓ Finalize prototyping and test production process
- ✓ Source raw materials
- ✓ Purchase materials for production
- ✓ Train employees for production
- ✓ Develop purchasing procedures with VP Sales
- ✓ Determine all packaging needed and coordinate with VP Marketing

Ongoing

- ✓ Develop quality control measures
- ✓ Provide weekly update on products produced, sold and inventory
- ✓ Maintain supply of materials for production
- ✓ Maintain an inventory system
 - Maintain inventory list and account of supplies
- ✓ Provide statistics/info needed by other depts.
- ✓ Complete Production section in business plan (if applicable) and final report/presentation

MARKETING DEPARTMENT

Managed by the VP Marketing

Phase 3: BUILD (Week 5)

- ✓ Develop a marketing plan in conjunction with Sales Team
 - Conduct market research
 - Who, How, When, Where will you advertise your product/service
- ✓ Create a brand for your Company
- ✓ Create logo and slogan
- ✓ Develop your marketing plan –flyers, TV, radio, etc.
- ✓ Prepare your sales approach with VP Sales

Ongoing

- ✓ Work with VP Production to create packaging
- ✓ Provide weekly update on Marketing tactics, successes and challenges
- ✓ Produce your advertising and promotional materials
- ✓ Complete Marketing section in business plan (if applicable) and final report/presentation

SALES DEPARTMENT

Managed by the VP Sales

Phase 3: BUILD (Week 5)

- ✓ Develop a marketing plan in conjunction with Sales Team
 - Who, How, When, Where will you advertise your product/service
- ✓ Prepare your sales approach with VP Marketing
 - Train employees on how to complete sales slips
 - Train employees on sales pitch
- ✓ Plan sales events
 - Research potential sales opportunities
 - Make calls to secure sales opportunities

Ongoing

- ✓ Provide sales report at weekly meeting
- ✓ Manage all sales functions
- ✓ Record individual sales
- ✓ Determine sales incentive strategy
- ✓ Monitor finished inventory, especially inventory checked out to sales team
- ✓ Complete Sales section in business plan (if applicable) and final report/presentation
- ✓ Record individual employee sales

TECHNOLOGY DEPARTMENT

Managed by the VP of Technology

Phase 3: BUILD (Week 5)

- ✓ Works closely with Marketing and Sales
- ✓ Determine the best means of social media (Facebook/ twitter) and online promotion, and create accounts

Ongoing

- ✓ Ensure information security including passwords and privacy settings
- ✓ Update and monitor online social accounts
- ✓ Support requests from other depts.
- ✓ Complete Technology section in business plan and final report/presentation

CORPORATE SOCIAL RESPONSIBILITY

Managed by the VP Corporate Social Responsibility

Phase 3: BUILD (Week 5)

- ✓ Vet and present options for exercising corporate responsibility
- ✓ Plan and organize voluntary activities undertaken by the company to operate in an economic, social and environmentally sustainable manner

Ongoing

- ✓ Provide weekly update on Corporate Social Responsibility matters
- ✓ Serve as internal resource and liaison on corporate responsibility items and issues
- ✓ Support reporting processes, working with business units and communications
- ✓ Complete Corporate Social Responsibility section in business plan (if applicable) and final report/presentation

HEALTH AND SAFETY with ENVIRONMENT DEPARTMENT

Managed by the VP Health and Safety and the VP Environment

Phase 3: BUILD (Week 5)

- ✓ Monitor and ensure that your company establishes a safe environment for all members
- ✓ Monitor and help address environmental concerns for the company
- ✓ Establish the environment and safety plan, and ensure company members approve it

Ongoing

- ✓ Provide weekly update on Health and Safety matters
- ✓ Implement and monitor the plan
- ✓ Provide health and safety meetings and training courses for employees
- ✓ Conduct training as required
- ✓ Report issues arising to Management Team
- ✓ Identify solutions to Management Team
- ✓ Investigating/recording incidents, accidents, complaints and cases of ill health
- ✓ Complete Health and Safety section in business plan (if applicable) and final report/presentation