

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
- Ensure that the Test of Disclosure is discussed with all Executives to pass on to department staff for implementation when making decisions.
- 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
- Ensure that all Company employees understand the ethical tracking of money.
 - Purchases must be pre-approved
 - No reimbursements will be made without receipts
 - No use of Company money for other than approved Company purchases

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 *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
- If an online group is created for communication outside of the Company meetings, equal access for all participants needs to be verified.
- Discuss rules around the sharing of company inside information
- Discuss procedure about filing a complaint about a fellow employee
- Overview of procedures regarding late/absences/productivity expected at Company sessions
- Decide what kind of process will take place if a complaint is received
 - Complaint in person/in writing?
 - Who should receive the complaint—if employee then VP, if VP then President, if President then Mentor/Supervisor

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—ensure that suppliers are transparent as to where they source their goods (fair labour laws are followed)
- 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
- Reinforce that employees must sign out product to be sold as per Company policies (not just take product from inventory)
- Provide weekly update on products produced, sold and inventory
- Maintain supply of materials for production
- Assess that all personnel involved in creating the product are:
 - Company staff
 - If not Company staff, then paid/ acknowledged for their efforts (i.e. parents or friends outside the Company)
- 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 unique brand for your Company
- Create logo and slogan
- Ensure that the brand, slogan and logo are not infringing on copyright anywhere else
- Develop your marketing plan—flyers, word of mouth, social media (see below in VP of Technology section), 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
- Ensure that sales are made by Company staff (Staff are encouraged to use their parents and friends to help secure sales, not replace Company staff as salespersons)

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 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
- Ensure that all social media posts are positive and reflect upon the Company in a positive manner
- Ensure that all social media uses the unique logos, slogan, and brand of the Company
- COPYRIGHT infringement is not to be encouraged.

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
- Ensure that the Test of Disclosure is utilized when making decisions
- Refer to the Code of Ethics in the Employee Handbook
- Research Not-for-Profit/Charitable organizations that align with the product/service provided by the Company.
- Determination as to how much of the proceeds to donate at the end of the program
 - A portion of every sale
 - A portion of the proceeds at the end of the 15 weeks
 - Consideration of being entirely not-for-profit.

ONGOING

- Provide weekly update on Corporate Social Responsibility matters
- Discuss and present and vote with the Company on the which Not-For-Profit/Charitable organization to affiliate with (if applicable)
- 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*

PHASE 3: BUILD (WEEK 5)

- Monitor and ensure that your company establishes a safe environment for all members
- Ensure that if necessary items are not available during production days:
 - that employees are not at risk
 - that production cannot take place that day if the risk is too high
- 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
- Ensure that all employees are reporting honestly, transparently, and immediately if they see a safety hazard
- 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