

Chief Officers

Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before February 14th. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for submissions on February 14th. Work points will be awarded during this task period for your employees.

Task 1: Consultant Meeting:

Responsible: Chief Officers

As a team, both the CEO & COO schedule and attend your bi-monthly meeting with your consultant (your teacher). At this meeting, we will go over questions you might have about the tasks and discuss the things that are happening in the company. Collect all task sheets and place into your task binder to verify at the meeting

____ **5 pts Evidence:** Meet with your coordinator the 1st week of February Teacher Signature _____

____ **5 pts Evidence:** New Tasks sheet collected from each department Teacher Signature _____

Task 2: Bay Area Trade Show Submissions

Responsible: Chief Officers

Supervise and review the entry submission for your departments for the Los Angeles Trade show. All submissions need to be turned in by Friday, January 24th at 5:00 pm. Chief Officer will be responsible for tracking; Company Branding, Video Commercial. The Chief Operations Officer will be responsible for tracking: Employee Handbook and Company Financials. You are expected to help the teams get these done to meet the deadline.

____ **10pts Evidence 2.1:** Chief Executive Officer Department Submissions → Teacher Observed

____ **10pts Evidence 2.2:** Chief Operations Officer Department Submissions → Teacher Observed

Task 3: Elevator Pitch in Los Angeles:

Employee Responsible: _____

Practice performing the pitch or work on coaching the person pitching for the company. The requires 60 seconds to sell the company idea and needs to cover each area in the rubric. After you have practiced, print 2 copies of the rubric score sheet and find different adults to score the pitch with the score sheet. They are to sign and date the sheet for you to get credit. Attach all score sheets to a task verification form and turn in to the teacher. 5 points for each scored sheet

____ **5 pts Evidence:** Practice score sheets signed by different adult → Task Verification form

____ **5 pts Evidence:** Practice score sheets signed by different adult → Task Verification form

____ **5 pts Evidence:** Practice score sheets signed by your teacher → Task Verification form

Task 4: Los Angeles Work & Bus Schedule

Responsible: Chief Operations Officer

Work with the VP of Communications to put together the bus schedule of who will ride the early and late bus for the LA trade show. In addition, set up the work shifts for the sales teams for the conference. Make sure everyone knows the schedules through posting and online communications.

____ **5 pts Evidence: Bus & Work Schedule for LA** → Canvas February 1-2

Task 5: Los Angeles Packing

Responsible: Chief Operations Officer

Work with the VP of Communications to verify that everything is ready and packed for the trade show by the end of the day on Friday, February 14th. Have the VP of Communication initial below you have checked the packing.

____ **5 pts Evidence:** Packing checked Vice President of Communication - Initials _____

Task 6: Bay Area Entries and Rooming Assignment:

Responsible: Chief Officers

With a limited team attending the Bay Area Conference and Exhibition, determine the competition that the company will be completing in and who will be competing in which event. Download the Entries and Rooming form from Canvas and work with your team on entries and complete the form for entries and rooming assignments in Oakland. When completed, bring them to Mr. Gersten for verification.

____ **5 pts Evidence:** Entries & Rooming completed Teacher Signature _____