

# Chief Officers

## Bimonthly Tasks for September

### CO Task 1: Chief Officer Meeting and Task Assignment - 5pts

Responsibility of Chief Officers

Meet and go over the tasks found in Trello for the September task period. Divide up the work by adding members to the tasks card so you both know who will be responsible for that task over the task period. Chief Officers can earn 50 points for this task period. Each task needs evidence of completion on or before October 5th unless noted in the task. Tasks completed early can be turned in and verified at any time. It is the responsibility of both officers to make sure that all tasks are done. Both officers will receive the same task points from the completion of tasks. When all tasks have been assigned, move the card to Working ON. When any task has been completed, move it to the Chairman of the Board (your teacher) for final verification and awarding of points.

[Curriculum / Management/ Management Task 1 Supervise & Delegate Work](#)

**5pts Evidence: Tasks Assigned** → Teacher Observation

### CO Task 2. Company Staffing - 10pts

Responsibility of Chief Officers

The **Chief Officers** will serve to assist each department leader they oversee as they interview applicants to fill the positions in their departments. Chief officers are to give suggestions on applicants, but the leader of each department will have the final say on who they hire. Following the associate interviews, work with the Vice President of HR to determine the number of employees to be placed into departments and complete the company and facilitate the placement meeting to place all employees into departments. This should be a snake draft-like format. Download a copy of the Employee Placement Form and Roster

**5pts Evidence: Assist at Department Interviews** → Teacher Observation

**5pts Evidence: Employee Placement form and Roster** → Submitted by Vice President of HR

[Curriculum / Human Resources / Human Resources Task 1 Interview and Place Job Applicants](#)

### Employee Placement form and Roster

<https://docs.google.com/spreadsheets/d/1HBAm8XG3sx-VxBA2UbScz3KorxUENvCmDygB2YAJuJA/copy>

### CO Task 3: Consultant Meeting - 5pts

Responsibility of Chief Officers

Both the CEO & COO schedule a meeting with your consultant (your teacher) as soon as you get these tasks. You should take notes at this meeting to record important information and the student training event that is coming in October. At this meeting, we go over questions you might have and discuss the things that are happening in the company. This will help you generate your leadership agendas and effectively plan and run your meetings. These consultant meetings should occur at the beginning of each week and before any leadership or staff meetings. Following each Consultant meeting, write a note that the meeting took place in the "activity" comment area below the description.

[Curriculum / Management/ Management Task 3 Review Meeting Procedures](#)

**5pts Evidence: Meeting 1** → Recorded the meeting in the "activity" comment area on the Trello Card

### CO Task 4. Office Placement - 5pts

Responsibility of Chief Operations Officer (COO)

The **Chief Operations Officer** will set up a seating chart for the office/classroom so people are sitting in departments. Meet with each leader and review your plan so they can have input on where employees will be assigned in their departments. Sketch out the plan on a piece of paper and when complete create a digital copy of the plan using Google slides. Share your plan with your Vice President of Human Resources and your consultant (your teacher) and attach the chart. Meet with each department and show them where they will be assigned in the office.

[Curriculum / Human Resources / Human Resources Task 4 Create an Organizational Chart](#)

**5pts Evidence: Shared Department Seating Chart:** → Attached or Linked to the Trello Card

### **CO Task 5. Leadership Conference - 10pts**

Both officers should be attending the student leadership/training conference in your region. Make sure that all team members have name badges (the COO will collect them from the Art Department), dress for success, and bring their Chromebook to the event. Collect the Permission forms and turn them into your teacher. Each officer will submit a 1-page 3-paragraph summary of what sessions you attended, things you learned from the conference, and what things you were hoping to have learned but did not.

**5pts Evidence: Attend Conference** → Teacher Observation

**5pts Evidence: Attend Conference** → Teacher Observation

### **CO Task 6. Company Vision, Name, and Image - 15pts**

Responsibility of Chief Officers

Schedule your first leadership meeting as soon as possible where your coordinator will lead you through the **Image Exercise** found at the link below. Before the meeting, download a copy of the exercise and share the file with all leaders. At the meeting, have the VP of Communications record the answers as you work through the process. As a team, work through each section. After discussion, finalize the company name by having your leadership team vote on the name using the Motion to Approve Form (see link below. After the process, announce to the employees the company name.

**10pts Evidence: Image Exercise** → Attached or Linked to the Trello Card

**5pts Evidence: Name- Motion to Approve Form** → Attached or Linked to the Trello Card

Image Exercise

<https://docs.google.com/document/d/1cgDEiiOzNLYBbOSLhmfEfhGI5haQCkw882jluoPPHi8/copy>

Motion to Approve Form

[https://docs.google.com/document/d/1\\_OefKjHd7ZUsnDmStXW2A6YkD\\_gctQ0xhjZFNwzScP0/copy](https://docs.google.com/document/d/1_OefKjHd7ZUsnDmStXW2A6YkD_gctQ0xhjZFNwzScP0/copy)