

# Chief Officers & Administration Department

## Bimonthly Tasks for September Weeks 3-4

30 pts - Each department leader needs to show evidence of completion on or before September 27th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit.

### Task 1. Elevator Pitch Submission (High Priority)

Working with the sales and digital media department. Finalize the recording and submission of the National Elevator pitch competition entry. The deadline is October 2nd for submission.

#### Guidelines for submission:

Record a 30-60 second video of a VEI student delivering an elevator pitch for your business. Videos should capture one (max. two) students delivering the pitch to the camera. The pitch should be delivered in a single, unedited take. Videos should not be edited together or produced with effects. This doesn't mean it needs to be filmed on the first take, but there should be no post-production done to the pitch (i.e. don't edit two halves of different takes together). Avoid reading from scripts or cue cards. Please be sure to record the video in a reasonably quiet environment to make it easier for the judges to hear and understand. Avoid recording outdoors or in loud hallways.

#### 10pts Evidence: Pitch submitted to National Competition: Submit a copy in Canvas

Responsibility of Chief Officers

### Task 2. Leadership Meeting: Focus - Department Progress

Discuss the upcoming student leadership conference on October 11th and who will be attending representing your company. You can send 7-8 company leaders. There will be workshops in Leadership, Web Design, Human Resources, Quickbooks, Social Media, Financing, Network Bank, Wholesale Marketplace, Business Plan Orals. Download the session schedule in Canvas and fill out the schedule on who will be attending from your company and print two copies. One for your teacher and one for Sandra.

#### 5pts Evidence: List Leadership Conference attendees: printed two copies

Responsibility of Chief Operations Officer

### Task 3. Junior Company Mentorship:

Multiple times each week, check in with junior chief officers to see how they are with their tasks and answer any questions they have concerning their series of tasks. This mentorship will continue throughout the first semester. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

#### 5pts Evidence: Signed by junior chief officer \_\_\_\_\_ September week 4

### Task 4. Update Business Plan :

In the last task period you submitted your revised business plan to your teacher. When the written business plan is returned after review by your teacher, make all suggested changes and updates to the plan. Work with the art department to integrate the plan into the business plan template that they have developed in InDesign. Print the integrated plan again and turn both the draft and corrected draft to your teacher

#### 10pts Evidence: Updated Business Plan & corrected Draft: Submit in with Task Verification form

Responsibility of Chief Officers