

## Template 5: Our venture roles and responsibilities

Key Competency Managing Self: Matching personal goals and capabilities to an undertaking.  
Remember all team members are workers.

<p><b>The Strategic planner – CEO</b></p> <p>This role involves:</p> <ul style="list-style-type: none"> <li>• Leading everyone in the group</li> <li>• Being one step ahead of team members</li> <li>• Time management</li> <li>• Keeping things on track and in order</li> <li>• Preventing group arguments</li> <li>• Working to help produce the final product/s</li> </ul>	<p><b>Designer</b></p> <p>This role involves:</p> <ul style="list-style-type: none"> <li>• Deciding on how your product/s will look</li> <li>• Deciding on the dimensions and materials required to complete your product/s</li> <li>• Overseeing the entire designing and manufacturing process</li> <li>• Making sure the product/s are built to the exact specifications that you require</li> </ul>
<p><b>Marketing / Advertising manager</b></p> <p>This role involves:</p> <ul style="list-style-type: none"> <li>• Designing posters</li> <li>• Making the decisions on where the stall would be located, posters would be located, advertising etc</li> <li>• Managing the advertising spaces</li> <li>• Making the stall attractive for potential buyers</li> </ul>	<p><b>Accountant</b></p> <p>This role involves:</p> <ul style="list-style-type: none"> <li>• Keeping financial records such as a cash book for the venture</li> <li>• Paying wages to team members</li> <li>• Safely storing all financial records, bank receipts and warehouse receipts</li> <li>• Banking money from sales</li> <li>• Advising team members if the business is running out of money</li> </ul>
<p><b>Communications manager</b></p> <p>This role involves:</p> <ul style="list-style-type: none"> <li>• Being the spokesperson for the group</li> <li>• Writing any correspondence on behalf of the group, e.g. suggestion for new rules for the classroom</li> <li>• Asking the teacher questions about next steps</li> </ul>	<p><b>Purchasing officer</b></p> <p>This role involves:</p> <ul style="list-style-type: none"> <li>• Deciding on the resources to use with the design manager and other team members</li> <li>• Writing out the resource order form and getting it to the warehouse on time</li> <li>• Storing venture resources so they are safe between PrEP sessions</li> </ul>

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| <ul style="list-style-type: none"><li>• Liaising with the warehouse, when necessary</li></ul> |  |
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