

YES Director Roles

Roles	Feb	March	April	May	June	July	August	Sept	Oct/Nov
ALL DIRECTORS	<p>Come up with Business idea(s) and do feasibility study</p> <p>Attend KickStart Create business cards</p>	<p>Plan the business taking responsibility for your directorship</p>	<p>Help with marketing research</p> <p>Submit Task 1 (Product)</p>	<p>Business Pitch preparation</p> <p>Help with production</p> <p>Remember EIA applications</p>	<p>Pitch</p>	<p>Submit Task 2 (Promotion)</p>	<p>Sales and Marketing</p>	<p>Submit Annual Review</p> <p>Submit Task 3 (Sales)</p>	<p>Attend Regional Finals</p> <p>Formally wind up your business</p>
CEO	<p>Register company</p> <p>Pay fees</p> <p>Establish meeting procedure</p> <p>Team build</p> <p>Lead and co-ordinate running of company</p>	<p>Run meetings</p> <p>Oversee action plan</p> <p>Consider intellectual property</p> <p>Lead and co-ordinate running of company</p>	<p>Run meetings</p> <p>Oversee action plan</p> <p>Lead and co-ordinate running of company</p>	<p>Run meetings</p> <p>Oversee action plan</p> <p>Ensure business Pitch is ready</p> <p>Lead and co-ordinate running of company</p>	<p>Run meetings</p> <p>Oversee action plan</p> <p>Lead and co-ordinate running of company</p>	<p>Run meetings</p> <p>Oversee action plan</p> <p>Lead and co-ordinate running of company</p>	<p>Run meetings</p> <p>Oversee action plan</p> <p>Lead and co-ordinate running of company</p>	<p>Run meetings</p> <p>Oversee annual report and financials</p> <p>Ensure annual report is posted</p> <p>Lead and co-ordinate running of company</p>	<p>Oversee company wind up</p> <p>Lead and co-ordinate running of company</p>
FINANCE	<p>Plan and organise fund raising or share capital</p> <p>Open bank account and XERO / MYOB account if using</p> <p>Set up cash receipts and payments system</p>	<p>Budgeting and pricing research</p> <p>Investigate alternative sources of funding</p> <p>Report on cash position</p> <p>Reconcile bank statement</p>	<p>Establish internal controls</p> <p>Report on cash position</p> <p>Reconcile bank statement</p> <p>Make approved payments</p>	<p>Report on cash position</p> <p>Reconcile bank statement</p> <p>Make approved payments</p> <p>Monitor accounting controls</p>	<p>Record sales</p> <p>Report on cash position</p> <p>Reconcile bank statement</p> <p>Make approved payments</p>	<p>Record sales</p> <p>Report on cash position</p> <p>Reconcile bank statement</p> <p>Make approved payments</p>	<p>Record sales</p> <p>Report on cash position</p> <p>Reconcile bank statement</p> <p>Make approved payments</p>	<p>Record sales</p> <p>Report on cash position</p> <p>Reconcile bank statement</p> <p>Make approved payments</p>	<p>Ensure taxation is paid</p> <p>Close bank account</p> <p>Compare actuals against budget</p> <p>Prepare end of year financial statements</p>

	Prepare cash budget and financial performance forecasts Collect YES registration fee from all directors	Make approved payments Monitor accounting controls Receipt money received	Monitor accounting controls Receipt money received	Invoice customers Receipt money received Seed funding applications due	Monitor accounting controls Invoice customers Receipt money received Compare actuals against budget	Monitor accounting controls Invoice customers Receipt money received Compare actuals against budget	Monitor accounting controls Invoice customers Receipt money received Compare actuals against budget	Monitor accounting controls Invoice customers Receipt money received Compare actuals against budget	Pay dividends and tax Close bank account Close XERO / MYOB Account if used
SALES / MARKETING	Plan research methods <i>(If your class is completing Marketing Achievement Standards marketing research and planning may be done by all students – check with your teacher)</i> Plan brand (logo etc.)	Create market research survey and conduct research (All YES directors should take part in marketing research) Produce business cards	Develop marketing strategy Develop marketing plan and sales targets	Implement marketing strategy Report on and review sales activities and targets Develop and report on media activities	Monitor sales and stock control Report on and review sales activities and targets Report on and review marketing plan Develop and report on media activities Think about Market selling	Monitor sales and stock control Report on and review sales activities and targets Report on and review marketing plan Develop and report on media activities	Manage Trade Fair attendance Monitor sales and stock control Report on and review sales activities and targets Report on and review marketing plan Develop and report on media activities	Monitor sales and stock control Report on and review sales activities and targets Develop and report on media activities	
COMMUNICATION	Seek possible mentor(s) Establish meeting procedure (agendas and minutes) Take meeting minutes and distribute to all stakeholders	Source media opportunities Seek specialist mentor contacts Take meeting minutes and distribute to stakeholders Formalise communication method with mentor	Take meeting minutes and distribute to stakeholders On-going communication with Regional Coordinator Collect and respond to company communication	Take meeting minutes and distribute to stakeholders On-going communication with Regional Coordinator Prepare press release/update Facebook	Take meeting minutes and distribute to stakeholders On-going communication with Regional Coordinator Collect and respond to company communication	Take meeting minutes and distribute to stakeholders On-going communication with Regional Coordinator Collect and respond to company communication	Take meeting minutes and distribute to stakeholders On-going communication with Regional Coordinator Collect and respond to company communication	Take meeting minutes and distribute to stakeholders Collect and respond to company communication Monitor and update action plan	Collect and respond to company communication Monitor and update action plan

	<p>Check teacher has registered your company with YE Check key company documents are in place (Constitution, share register)</p> <p>Establish on-going communication with Regional Coordinator</p> <p>Collect and respond to company communication</p> <p>Monitor/update action plan</p>	<p>Collect and respond to company communication</p> <p>Monitor and update action plan</p> <p>Set up company branded email and social media (add YES logo)</p>	<p>Monitor and update action plan</p>	<p>Collect and respond to company communication</p> <p>Monitor and update action plan</p>	<p>Monitor and update action plan</p>	<p>Monitor and update action plan</p>	<p>Monitor and update action plan</p> <p>Check all Challenges have been submitted / completed</p>	<p>Ensure all coordinators marks have been collected</p> <p>Oversee look of review and submission</p>	
Production	<p>Contribute to development of product idea</p> <p>Assess production viability of product ideas</p>	<p>Establish supplier relationships</p> <p>Product/service design and development – work with Sales & Marketing</p> <p>Intellectual Property of idea</p> <p>Develop supply chain or production plans and update company</p>	<p>Establish quality, training and health and safety</p> <p>Check project is keeping to the project's timeline</p> <p>Update company on production</p>	<p>Prototype completed and tested – check timelines</p> <p>Update company on production</p> <p>Ensure the product/service is properly tested before release to production</p> <p>Ensure service delivery/ prototypes meet quality requirements</p>	<p>Production</p> <p>Product launch</p> <p>Check project is keeping to the project's timeline</p> <p>Maintain output and quality measures</p> <p>Update company on production and report on output and stock levels</p>	<p>Production</p> <p>Check project is keeping to the project's timeline</p> <p>Maintain output and quality measures</p> <p>Update company on production</p> <p>Report on output and stock levels</p>	<p>Production</p> <p>Check project is keeping to the project's timeline</p> <p>Maintain output and quality measures</p> <p>Update company on production</p> <p>Report on output and stock levels</p>	<p>Production</p> <p>Report on output and stock levels</p> <p>Start to run down stock levels</p>	<p>Run down stock levels</p> <p>Stock take</p> <p>Review feedback from the customer</p>