

Pride Connection

Duty as CEO

Vice President and Director Positions

Vice President of Operations: The position will be responsible for creating and producing research for the client's audit. This includes having oversight and empowerment with the following directors in each research method.

Tasks will be successfully accomplished by:

- Weekly meetings to brainstorm, update and adjust tasks for workflows
- Create and collect 7-14-21 reports from directors
- Present daily/weekly reports with tasks and deadlines at meetings
- Work with the Vice President of Communication to collect feedback at each level of the department
- Business Liaison to maintain a positive relationship with client during the research process
- Vice President of Audit will compile analyses, produce manual and presentations for client and faculty

Benchmarking- Researching similar organizations and producing guides for other departments.

1. Director of Benchmarking: This position oversees the organization of the benchmarking process. This is a key part of the research process.

- Create benchmarking structure
- Monitor processes closely and be able to adjust accordingly based on progress
- Attend all CEO meetings as well as holding benchmarking team meetings
- Set and meet deadlines

a. Exemplary Leader: Businesses with some of the best communication processes.

b. Direct Leader: Businesses within the same industry.

Guide Writer: Kayla G. (Dillon R.) Creates and formats the guide on how to write a benchmarking report.

Editor: Edits and checks the guide for mistakes and ways to improve before it is handed out to everyone. Once everyone accomplishes their reports, they will then edit them.

Analyst: Kayla G. Comes up with examples of other companies, either exemplary or direct, to help guide us into what good companies look at. This position will analyze the data and report the findings back to the team.

Trainer: (Dillon R.) For this position you will prepare the class with tips on how to benchmark. They will teach the group how to create a report by using the writer's guide.

Internal Research- Managing interviews, focus groups and surveys with copy editors, schedulers, analyzers and trainers for publics **within** our client's organization.

1. Director of Internal Research: This position will oversee organizing the internal research process. This is phase 2.

- Create internal research structure
- Monitors the process closely and adjusts accordingly based on progress
- Attend all CEO meetings as well as hold internal research team meetings
- Set and meet deadlines

a. Interviewing Leader: Leads interview processes.

b. Focus Group Leader: Leads focus group processes.

c. Surveys: Leads survey process.

External Research: Manage interviews, focus groups and surveys with copy editors, schedulers, analyzers, and trainers for publics **outside** our client's organization

2. Director of External Research: Requires organizing the external research process. This is phase 3.

- Create external research structure
- Monitors the process closely and be able to adjust accordingly based on progress

a. Interviewing Leader: Leads interview processes

b. Focus Group: Leads focus group process

c. Surveys: Leads focus group

If interested in VP of Operations, put name below or reach out to me personally.

Business Liaison: This position will be responsible for maintaining a positive relationship with the client during research for the audit.

- Have weekly meetings with the client's CEO and directors to ensure continual communication and progress in research for the convenience of the client.
- Meet with VP of Operations to communicate needs of client for Internal Research Director
- Schedule interviews and focus groups that coordinate with the needs of the client and VP of Operations
- Have weekly reports of updates on the progress of relations and status of research meetings
- Weekly VP planning meetings to brainstorm, update and adjust tasks/ design for workflows

Vice President of Marketing: This position is responsible for continuing the efforts by our Marketing Chair and finalizing our marketing campaigns to ensure a client. You will have oversight with the following departments:

1. Public Relations
2. Social Media
3. Creative Design
4. Sales and Presentations

- Have weekly meetings with VP to brainstorm and update
- Create 7-14-21
- Work with VP of Communications to collect feedback from all levels

Vice President of Communication: This position will create and maintain open communication within our firm. Including:

1. Internal Newsletters
 2. Weekly meeting evaluations
 3. Department evaluations
 4. Flowcharts
- Attend weekly VP meetings by brainstorming, update and adjust
 - Create and maintain weekly newsletters, sent to the Secretary to distribute
 - Design and distribute evaluation forms for directorial and managerial departments
 - Design and distribute flowcharts
 - Present weekly reports with evaluation results
 - Work with VP of Marketing, Operations and Audit to establish feedback structure

Vice President of Finance: This position will create and manage a budget to maintain operations within the firm and provide services to the client.

- Attend weekly VP meetings to brainstorm and update
- Create and maintain budget based on previous consulting firms
- Collect receipts and distribute reimbursements to correct department

Vice President of Audit: This position will compile analyses of the communication audit for recommendation and distribution to the client. You will oversee the directors including:

1. Editorial- writing and editing the content of owner's manual
 2. Design- creating the cover and template of owner's manual
 3. Presentations- managing the presentation of results to client and faculty
- Attend weekly VP meetings to brainstorm and update
 - Create 7-14-21 for Audit Department
 - Weekly reports with deadlines
 - Work with VP of Communication to collect feedback at each level of the department of VP of Operations to receive analyses of content from benchmarking, internal research and external research

Secretary: This position takes notes during meetings and stays organized with minutes.

Agenda

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Month

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March 2021 < >

SUN	MON	TUE	WED	THU	FRI	SAT
28	Mar 1 First Day of Women's His	2 Train Benchmarking	3 Train/exemplary benchm	4	5	6
7	8	9	10 Exemplary Benchmark	11	12 Direct Bench	13 Interview Train
14 Daylight Saving Time sta	15 Begin Interview week	16 Interview	17 Interview St. Patrick's Day	18 Interview	19 Interviews	20
21	22 Interviews	23	24	25 Analyze	26 Focus group train	27
28	29 Focus Group Presentation Schedule Di	30 Focus Group	31 Focus Group	Apr 1	2	3

Meet with... Search for people

My calendars

- Shannon L Yardley
- Birthdays
- Problems In PR
- Reminders
- Tasks

Other calendars

- Holidays in United States

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Calendar Today < > April 2021

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April 2021 < >

SUN	MON	TUE	WED	THU	FRI	SAT
28	29 Focus Group Presentation Schedule Di	30 Focus Group	31 Focus Group	Apr 1	2	3
4 Easter Sunday	5 Easter Monday	6 Focus Group	7 Analyze	8 Survey Guide	9 Survey Guide	10 Train
11 Surveys	12 Surveys	13 Survey	14 Survey	15 Surveys Tax Day	16 Edit	17
18 Analyze Data	19	20 Edit	21 Start Putting together Po	22	23	24 Finalize
25	26 Practice	27 Printing deadline	28 Practice	29	30	May 1 Practice

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May 2021 < >

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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SUN	MON	TUE	WED	THU	FRI	SAT
25	26 Practice	27 Printing deadline	28 Practice	29	30	May 1 Practice
2	3 Presentation of Results I	4	5 Owner's Manual Cinco de Mayo	6	7	8
9 Mother's Day	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day	Jun 1	2	3	4	5

Presentations

Client	Date	Team
Dunnet Bay Construction	2/17/2021	Andrea, Lyana, Megan, Xavier
East Chicago Public Library*	2/18/2021	Gretchen, Justin, Shannon
LaPorte Hospital*	2/24/2021	Abbey, Andrea Ethan, Russell, Shannon
River Forest Public School*	2/25/2021	Andrea, Justin, Shannon
PNW Theater (Dado)*	2/28/21	Andrea, Justin, Shannon
Portage School District	3/3/2021	Andrea, Claudia, Justin, Megan
Advanced Boiler Control Services	3/7/2021	Dillon, Lyana
Information Services*	3/9/2021	Claudia, Erika, Justin, Shannon

***Attended**