



**Leeds Enterprise  
Advisory Programme**  
registered charity 1118612  
Miles Mount 07802 307054  
[leapinformation@yahoo.co.uk](mailto:leapinformation@yahoo.co.uk)  
[www.leedsenterprise.co.uk](http://www.leedsenterprise.co.uk)

## Enterprise or Company Meetings

Meetings are normally held weekly throughout the LEAP Company year. After you are up and running the more formal Board Meetings may only take place monthly with the weekly meetings being for production, but it is always useful to have a brief review of past and future actions.

At the first formal Board Meeting for the company you need to elect a Managing Director and Company Secretary and the other roles within the company as specified separately.

The Business Mentor [Adviser] will help you in the early meetings but normally the Managing Director is responsible for the control and direction of the meeting and the Company Secretary for the minutes and list of actions and then chasing people on the follow-up of the actions.

It is essential that follow-up is done on these actions and either the Managing Director or the Company Secretary should make sure that the actions are completed on time [using a tactful reminder approach where necessary].

It is necessary for all members of the Enterprise Company to attend the meetings, and if they cannot attend they must let someone know [together with their reason for absence].

## Agenda

Every meeting should have the date, time and Agenda [list of items to be discussed, usually decided by the Managing Director] circulated beforehand. The Minutes [the record of the meeting and actions] should be circulated to all board members of the company with copies to the Business Mentor [Adviser] and Enterprise Teacher. The minutes must clearly state who is responsible for each action.

A sample Agenda is given on the next page.

All the minutes must be kept up to date and circulated to all the appropriate Directors. These minutes will also form part of the Competition "Best Administered Company"

## Typical Agenda

Date            Time

Place

1. Apologies for absence
2. Minutes of last meeting  
    Get someone to propose they are correct and someone else to second this.
3. Matters arising from the minutes of the last meeting.
4. Topics to be discussed  
    These should be listed by the Managing Director on the Agenda in advance of the meeting.
5. Financial report [given by the Financial Director or Deputy]
6. Any other business
7. Date of Next meeting.

## Control of meetings

It is the Managing Director's responsibility to control, or Chair, meetings, or in their absence then their Deputy should do this.

Instead of everybody speaking at once, hands should be raised to indicate you want to speak and the Chairperson will then select the speaker. Only one person should speak at once. This is quite a novel situation for teenagers – but it is the only way a meeting can be held successfully.

Your Business Mentor is there to advise but not to control the meetings. They will not control the discussions but will probably indicate if you are going in completely the wrong direction! Use their experience they are volunteers giving up their time and must be treated with respect.

## **Sample Agenda for Weekly Meetings** Minutes to be kept by Company Secretary

### Agenda

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

1. Apologies for absence and register of attendees
2. Minutes of last meeting and actions arising
3. Topics for discussion

#### First Meeting:

- Enterprise Teachers Role
- Business Mentors Role
- Explain how the enterprise or Company Programme Works
- Roles of Directors
- Register the Enterprise with LEAP

#### Second Meeting

- Election of Directors
- Brainstorm on potential Products or Services
- Discuss Business Plan
- Agree to open a bank account
- Discuss sale of Shares to raise starting Capital

#### Third Meeting

- Finalise the Product and/or Service
- Agree how capital will be raised
- Draw up a Business Plan
- [You cannot reach a destination without deciding on a route]
- Decide on a Mission Statement
- Discuss Production methods and when/where

9. Financial Report
10. Any other business
11. Date of next meeting

## Electing Company Officers

Different people have different skills. Organisation, co-ordination, record keeping, accounting, innovation, making things, problem solving, selling, ideas ....

Any company needs all these skills and you need to nominate or elect the most appropriate person for the various major roles in a company. You may want to have deputies for each role to cover the times when the Director is not available, or to share the responsibility. Above all your Company is a team with everyone contributing. Some companies decide to change the roles part way through the year [like a Government cabinet reshuffle] but this may lose continuity. Some suggestions for the responsibilities are listed below, but real life companies often vary these according to the skills of the individual people. There is no reason at all why the Managing Director and Finance Director [etc.] cannot help with production and sales - the more experience you all get the better.

The main roles are: -

### Managing Director

[Organisation, co-ordination, decision making, final say \[casting vote\].](#)

The Managing Director is normally the driving force of the Company. They should keep everybody fired up with enthusiasm and co-ordinate everyone's efforts to get the most out of everybody, in the most effective way. The Managing Director usually decides on the topics to be covered in the weekly meetings and they chair the meeting, in such a way that everyone participates and the best ideas are put forward and used. They also assign the Actions to the most appropriate person and make sure that these actions are done. The Managing Director should also participate in everything from production to sales - it is often best to lead by example.

Note: This roll must also have a Deputy to stand-in for the MD when they are not available. The Deputy can be one of the other Directors, or be a role in its own right.

### Company Secretary

[Record keeping, minutes of meetings, checking actions are done.](#)

The Company Secretary is responsible for keeping the legal records of the company and to take the minutes of the meetings. The minutes should summarise the meetings indicating who has been assigned the various actions, and indicating the time frame where necessary. They should also assist the MD in making sure that all the actions are followed up.

### Finance Director

[Bank account, receipts, accounts, VAT, financial control](#)

The Finance Director opens the bank account, keeps records of all financial transactions [buying, selling and expenses], keeps the accounts and reports on them at the Board Meetings and generally controls the finances of the company. They are also responsible for keeping a record of the VAT on bought-in items and sales and paying the VAT bill at the time of the competitions. You do not need to be a mathematical wiz kid to do the finance - but knowledge of spreadsheets will make life a lot easier.

Note: This roll must also have a Deputy to stand-in for the FD when they are not available. The Deputy can be one of the other Directors, or be a role in its own right.

### **Production Director**

[Product manufacture, ordering parts or services, labour co-ordination.](#)

The Production Director [sometimes called Operations Director] is responsible for organising the buying of parts, the manufacturing process and the Quality control of the manufactured items [or Service provided]. They are responsible for organising the labour and the production line for manufacturing [or in the case of a service making sure that all the venues, bands, refreshments etc are booked].

### **Human Resources Director**

[This used to be called Personnel, morale and motivation, timekeeping, discipline, training.](#)

The Human Resources Director, or Personnel Director, is responsible for making sure that people turn up at meetings or manufacturing sessions, and for maintaining the morale of the Company Members. This might be done by encouragement or bribes [chocolates, biscuits, money, outings for workers]. If a Company Member does not attend the meetings, or is consistently late, then the HR Director is responsible for discipline [a mark on the members record, or in extreme cases voting the member out of the company]. HR is also responsible for organising any necessary training for production or sales personnel.

### **Marketing Director**

[Market research, promoting the product, advertising, trade stand, public relations, pricing or - How much, How many and How!](#)

The Marketing Director is responsible for finding the correct product [or co-ordinating the effort to do this], for the Market Research on product, market and price for promoting and advertising the product, posters and flyers and for public relations [press releases and other free publicity]. The Marketing Director will also co-ordinate the design of the Trade Stand and work closely with the Sales Director to maximise the sales and provide opportunities for selling. Marketing is all about experimentation, ideas and fun. Try it and find out what works!

Note: LEAP arranges training seminars, which include Marketing and Selling skills.

### **Sales Director**

[Co-ordination of sales, selling methods, working with Marketing on pricing and trade stand.](#)

The Sales Director is responsible for co-ordinating the sales people [usually all members of the Company] and arranging selling opportunities and methods. They will work closely with the Marketing director on pricing, Trade Stand and selling venues, and with the Human Resources Director on any necessary training for the Sales staff. Many people seem to feel that "sales" is a dirty word! Just remember in all the Companies in the world **"No sales - No business!"**

Note: LEAP arranges training seminars, which include Marketing and Selling skills.

## **IT Director**

[Email addresses](#), [web site](#), [PowerPoint presentations](#) and [spreadsheets](#).

The IT Director [sometimes called ICT] is responsible for all the electronic communication of the company from emails to web site. They are also responsible for the preparation of PowerPoint presentations for the Presentation Competition.

Note: It is essential that LEAP has separate email addresses for a) Managing Director b) Company Secretary c) Enterprise Teacher and d) Adviser.

Note: if hotmail addresses are not used within a month they can become dormant.

## **Other Members**

[Deputy positions](#), [production members](#), [sales people](#).

Not everyone has the inclination or the time to be one of the Directors, but the other roles in a company are also essential. "No production no sales!" and "No sales no business!"