

TEAM 3667 - MECANUM KNIGHTS



JOB TITLE:

CHAIRMAN'S ESSAY & BUSINESS PLAN WRITER

GENERAL DESCRIPTION:

The ultimate responsibility of the Chairman's Essay/Business Plan Writer is to write, edit, and submit the Chairman's Essay and Business Plan to the *FIRST* website, in order to compete for the Chairman's Award and Entrepreneurship Award.

Additional responsibilities include:

- Updating the short essay questions, and revising the Chairman's essay each year
- Working with ALL sub-teams to gather information for the Business Plan (ex: work with fundraising for a budget)
- Revising and updating the Chairman's Binder (4) and Pit Packs which contain the Chairman's Essay and Business Plan, as well as update the visual aids.
- Be one of the three presenters when presenting to a panel of judges for the Chairman's Award
- With your mentor, recruiting at minimum, 2 other presenters for the Chairman's Award, which includes training, rehearsals, and Pit Time (speaking to judges in the pits during competition).

KEY SKILLS:

These can be learned if not already known:

- Skilled writer, telling a story
- Communication
- Ability to work with many people
- Time management
- Public speaking
- Comfortable and effective leadership roles
- Creativity in both writing and visual aids

DETAILED JOB DESCRIPTION:

Edit and revise the short answer questions as part of the Chairman's Essay.

- Keep answers within the specified character count on the *FIRST* website (ex. 500 characters)
- Create answers that encompass the team
- Proofread and edit the answers MULTIPLE TIMES!

Edit and revise the Chairman's Essay

- Keep the essay within the specified character count on the *FIRST* website (ex. 10,000 characters)
- Create an essay that encompasses the team
- Work with mentors and students to compile a thorough team history.
- Proofread and edit the essay MULTIPLE TIMES!

Revise and edit the Business Plan for Submission

- Keep the answers within the specified character count on the *FIRST* website (ex. 1600 characters)
- Create answers that encompass the team
- Work with Fundraising sub-team to create a Financial Statement.
- Create a contingency plan.

Revise, edit, and update the Binders

- Chairmans Essay (reprint of submitted essay)
- Binder Business Plan
 - Cover Page
 - Table of Contents

- Executive Summary
 - Mission Statement
 - Date team began and location
 - Current mentors
 - Summary of team membership
- Team Origin
- Founding Sponsors and Mentors
- Current Sponsors
- Other Matters of Interest
- Organizational Structure
 - 1600 character short answer
 - Our current team Organizational Chart
- Relationships
- Deployment of Resources
- Financial Statement
 - See Coach Kristen
- Risk Analysis
- Contingency Plan
- Copy of Mecanum Knights Handbook
- Copy of Generic Sponsor Letter
- Copy of Generic Thank You Letter
- Partnerships
 - Create short essays on new partnerships
 - Update information on existing partnerships
- Additional Tabs as needed
 - (ex. Steam Labs)

Visual Aids for Presentation

- Update and/or create visual aids for Chairman's Presentation
- Invest in art supplies and have a stash of photos

Presentation

- Need matching uniforms
- Need at least three presenters, (mixture of boys and girls)
- Work with mentors to create the script and notecards
- Rehearse like crazy
- PRESENT LIKE YOUR LIFE DEPENDS ON IT!!!

Congratulate yourself and your team, you just finished the hardest job ever!!!!

POSITION FILLED

PERSON HIRED

DATE HIRED ____/____/____

ADDITIONAL
COMMENTS
