Roles and responsibilities!

The key is to establish a business where we have people with many different skills, so everyone can make each other better.

All participants in CP companies have at least three roles:

* Shareholder,
* Employee
* Member of the board.

We will take a look at what the three different roles entail.

**1. Shareholder**

* The shareholders own the company. All students in the CP Company must have at least one share each.

**2. Member of the Board of Directors**

* Consists of all participants in the CP Company
* Appoints the general manager of the CP company
* Makes all the important decisions for the business
* Have a central role in the company when working with strategy, creating a vision and setting the main objectives

The Board must also make sure the company is moving in the desired direction, and they shall continuously control the financial situation. The Chairman of the Board is elected from among the members of the Board (should not be the CEO). The Chairman manages the meetings.

**3. An Employee**

To decide on the different roles and positions, one should look at the business idea. All mini companies should have a general manager. In addition, CP companies normally have a financial manager, Human Resources manager, and Sales and Marketing Manager. If you are producing your own products, it would also be natural that you have a production manager and purchasing manager. If you are going to buy and sell a product you will necessarily need a purchasing manager. As you can see, it's the business idea that partly controls which jobs you should have. Below are some examples, but all these can be adjusted according to the company’s need and how the students want to share different tasks.

**The general manager** should have an overview and guide the company. It is the general manager's responsibility to ensure that the right person is in the right place. If an employee does not fulfil their duties and responsibilities, the general manager has to discuss the problem with them. The general manager may need to replace people if they do not follow up their responsibilities. But he / she should never suggest a change without first having raised this issue with the person concerned.

The general manager is normally responsible for:

* Registration
* Notice of Board meetings
* Annual Report and Business Plan
* Monitoring of employees
* To keep in touch with volunteer
* Knowledge of the laws that apply to the company
* The liquidation process

**The Finance Manager** is responsible for the economy, cash, bank account, payment of the registration fee, creating budgets and estimates, the financial statements, archiving documents, and ensuring that shareholders get back the invested capital. A good financial manager is orderly, structured, accurate and reliable.

**The Administration Manager** will handle the registration of the company, keep track of documents and correspondence, keep track of the share subscriptions, and take care of business communication (telephone, email, letter, fax, website).

**The Marketing Manager** is responsible for marketing and performs analysis of customer needs, target groups and market research. The Marketing Manager will develop marketing strategies and implement and control marketing efforts.

**The Sales Manager** is responsible for sales, to set up sales targets, leading sales and stock records, organise, train and motivate sales staff.

**The Production Manager** is responsible for the company's production and to set production targets, responsible for the production-workers, has contact with suppliers, checking product quality, follow up on the goods in stock and quality control.

**The Human Resource manager** can be the most important resource of all businesses and organisations. One of the Human Resource manager's most important tasks is to ensure that employees enjoy working in the company. HR should have an overview of all employees and job description for each one, keep track of who is present in the company and who is missing. HR will conduct conflict management.