

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Signs all business payroll and expense checks. 4. Prepares and gives speech at Town Meeting. 5. Assists with all business duties when employees are on break. 6. Works with Editor on newspaper layout design and writes an article for the front page of the newspaper. 7. Works with employees to determine price of the newspaper. 8. Assists in collating and selling of the newspaper. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if CEO is not available.
<p style="text-align: center;">EDITOR</p> <ol style="list-style-type: none"> 1. Types responses to “letters to the editor,” if applicable. 2. Oversees the layout of the advertisements, articles, surveys, etc. for each page of the newspaper. 3. Proofreads all submitted articles and advertisements. 4. Assists in collating and selling of the newspaper. 	<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none"> 1. Conducts interviews and surveys to be published in the newspaper. 2. Writes news articles and stories. 3. Types written copy into newspaper template for publication. 4. Reviews video archives of local business leaders and writes an article for the newspaper. 5. Assists in collating and selling of the newspaper.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Collects advertisements from each JA BizTown business. 2. Types and designs business advertisements on the computer. 3. Collects advertising payment from each business. 4. Assists in collating and selling of the newspaper. 	<p style="text-align: center;">PHOTOGRAPHER</p> <ol style="list-style-type: none"> 1. Purchases business supplies at the Supply and Delivery Center. 2. Takes photographs of JA BizTown officials, citizens, etc. at Town events. 3. Visits each business and photographs all employees. 4. Assists in collating and selling of the newspaper