

RETURNING Chief Executive Officer (CEO) Job Description

Reports to:

- Resident Business Leader (RBL)
- CEO Coordinator
- All BestPrep Minnesota Business Venture (MBV) Staff

Summary

The Returning CEO is a leadership role that helps facilitate and run BestPrep's MBV program. In addition to planning, facilitating and executing the business plan with their company, Returning CEOs are expected to contribute to the overall community and comradery at camp to enhance the experience for new CEOs and for all of the MBV students. The CEO is a leader, communicator, listener, and the person held accountable for the actions of the company.

Company Responsibilities:

- Lead, oversee, and be in charge of your company for all aspects of the business plan, including meeting deadlines. Know the RBL is a resource for questions and guidance, but not responsible for the project
- Work with RBL to provide leadership and guidance to your company group and other students
- Be a camp leader, not a camp participant. You are part of the MBV staff in this role
- Keep RBL informed of what is going on with the students in the company from a 'student-age perspective'
- Represent BestPrep and MBV in a positive light

CEO Community Responsibilities

- Participate in one additional call with CEO Coordinator to brainstorm ideas for Saturday's CEO training
- Arrive 30 minutes early to Saturday training to help with set up, greet new CEOs as they arrive
- Lead the first ice breaker for CEOs at Saturday training
- Send daily reminders and answer questions to all CEOs via group text/chat
- Facilitate the discussion for Monday night's CEO meeting
- Facilitate the working lunch for CEOs and RBLs on Tuesday
- Share nightly with CEOs more about the next day's CEO Challenge and how they could incorporate it

Overall Camp Community Responsibilities

- Work with new CEOs to develop a skit to be performed at junk night, in between company skits
- Develop, then announce a daily CEO Challenge during each morning's announcements
- Facilitate the Networking Passport activity, helping to incentivize students to participate
- Develop at least one new idea of how to enhance the camp community and implement it during the week

Additional Responsibilities:

- Welcome, call, and serve as host for assigned speakers visiting camp
- Assist with registration, recreation and activities as needed
- Obtain messages and mail from MBV office before each company meeting
- Be aware of all paperwork needed and ensure your company completes everything on time
- Present the business plan content to your company prior to them choosing a product
- Know and communicate company plans for the day and the week
- Update company and RBLs on camp changes throughout the week
- Clearly communicate with your RBL when Returning CEO responsibilities take you away from the company
- Ensure your company is on time for meetings and speakers
- Know and demonstrate the rules of camp
- Mandatory attendance at nightly meetings

Requirements:

- Previous experience as a CEO within the last two years
- Ability to set and meet deadlines
- Ability to take initiative and use time management to stay focused to complete projects
- Work well with peers as a team member and manager
- Ensure all company participants are actively engaged, identify students in the company that may need extra attention and assist them in having a positive camp experience
- Develop enthusiasm and spirit within your company
- Flexible, has a sense of humor
- Ability to attend orientation on Saturday through closing ceremony on Friday
- Respect for self, and for cultural and socio-economic differences of students attending MBV