**BUSINESS MANAGER**

As the Business Manager:

\_\_\_\_\_Responsible for organizing and overseeing all the money-making ventures

\_\_\_\_\_Plans and controls budget

\_\_\_\_\_Handles marketing and sales of Yearbooks

\_\_\_\_\_Keeps accurate records of book sales

\_\_\_\_\_Handles fundraisers

\_\_\_\_\_Editor of the Business Ad section for the yearbook.

\_\_\_\_\_Designs Business Ads and Business Ad section

\_\_\_\_\_Oversees the business advertisements. Each staff-member of yearbook must sell a quota of $1000 worth

of business ads.

\_\_\_\_\_Responsible for obtaining business cards, graphics, etc… necessary for the creation of a business’ ad; and

obtaining the business’ final approval of their purchased ad before proofs arrive

\_\_\_\_\_Bills and handles payments from advertisers

\_\_\_\_\_Oversees the candy fundraisers. Each trimester each staff member will be required to sell candy.

\_\_\_\_\_Organize book delivery

\_\_\_\_\_Reminds staff about the things they need to do to sell ads

\_\_\_\_\_Makes sure all students are following through with their ad sales

\_\_\_\_\_Teaches the new yearbook staff members the rules and process of selling ads.

\_\_\_\_\_Sets an example to all staff members, students, and staff at DHS.

\_\_\_\_\_Makes sure all yearbook staff follows the rules during business and class

As a member of the YB staff:

\_\_\_\_\_See Staff Sheet