

EXECUTIVE DIRECTOR

COMMUNICATIONS EXECUTIVE SECRETARY

ORGANIZATION EXECUTIVE SECRETARY

Executive Division **DIVISION 7** Division 7 Secretary

OFFICE OF SOURCE	OFFICE OF EXTERNAL AFFAIRS	OFFICE OF THE EXECUTIVE DIRECTOR
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This division coordinates and supervises the organization's activities so it runs smoothly, produces its products efficiently and in abundance and delivers its products and services to individuals and the community in high quality.

Office of Source

- Sees to it that the technology and policy of the organization is followed exactly. In the case of a company, this office could include the office of the person who started the organization or the one who had developed the product that is now being produced by the company. Keeps the organization's buildings in good repair and acquires additional space for expansion.

Office of External Affairs

- Maintains proper relations with governments and other groups in the society and cares for legal affairs.

Office of the Executive Director

- Does the organization's planning. Coordinates and gets the functions of the organization done. Keeps the organization solvent (able to pay its bills), prosperous, producing and expanding in all its divisions and departments.

Communications Division **DIVISION 1** Communications Secretary

DEPARTMENT OF ROUTING AND PERSONNEL	DEPARTMENT OF COMMUNICATIONS	DEPARTMENT OF INSPECTIONS AND REPORTS
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This division is fully responsible for the establishment of the organization.

Department of Routing and Personnel

- Hires eligible staff and properly places them for the benefit of the individual and the organization. Gets new and existing staff hatted and apprenticed to do their jobs.

Department of Communications

- Sets up standard communications systems so all communications are swiftly and properly routed and handled. Makes sure that correspondence to and from the organization's public arrives and is swiftly handled.

Department of Inspections and Reports

- Collects and accurately graphs the organization's statistics for executive use. Maintains a high level of ethical behavior among the staff. Inspects the organization's activities so any difficulties stopping expansion are detected and reported to executives.

Dissemination Division **DIVISION 2** Dissemination Secretary

DEPARTMENT OF PROMOTION AND MARKETING	DEPARTMENT OF PUBLICATIONS	DEPARTMENT OF REGISTRATION
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This division makes the organization's products and services widely known and demanded, creating a high volume of public obtaining them.

Department of Promotion and Marketing

- Does mailings and writes magazines and other promotion based on survey results, to inform the public of the organization's services and products and the published materials it offers so these are acquired in increasing quantity.

Department of Publications

- Stocks all published materials so they are available for sale and swiftly delivers these to individuals who purchase them.

Department of Registration

- Contacts individuals who have expressed interest in the organization's products so these are obtained by them. Keeps accurate files of people who previously received service or obtained products from the organization and maintains correspondence with them so they can acquire further products and services.

Treasury Division **DIVISION 3** Treasury Secretary

DEPARTMENT OF INCOME	DEPARTMENT OF DISBURSEMENTS	DEPARTMENT OF RECORDS, ASSETS AND MATERIEL
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This division handles the financial matters of the organization so equipment and other assets are cared for so the organization can produce its products and deliver its services and remain solvent (able to pay its bills).

Department of Income

- Handles incoming funds received in exchange for the organization's products so these are properly recorded. Accurately maintains customer accounts folders and collects all money owed to the organization.

Department of Disbursements

- Does purchasing and the payment of all bills, and pays the staff, so its financial obligations are fulfilled, and the other divisions have what they need to produce their products.

Department of Records, Assets and Materiel

- Handles the organization's supplies, keeps precise financial records, does necessary bookkeeping and financial reports and preserves assets and reserves.

Production Division **DIVISION 4** Production Secretary

DEPARTMENT OF PRODUCTION SERVICES	DEPARTMENT OF ACTIVITY	DEPARTMENT OF PRODUCTION
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This division provides excellent quality products and services with no delay to its public.

Department of Production Services

- Serves the division by prediction of what is needed to produce, so production can be done and schedules production for maximum efficiency and service to the public.

Department of Activity

- Prepares the resources needed to produce the organization's products and services and deliver them.

Department of Production

- Produces the organization's products and delivers its services rapidly, in high quantity and with excellent quality so people are satisfied with the results.

Qualifications Division **DIVISION 5** Qualifications Secretary

DEPARTMENT OF EXAMINATIONS	DEPARTMENT OF REVIEW	DEPARTMENT OF CERTIFICATIONS AND AWARDS
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This division sees that every product leaving the organization has the expected level of quality.

Department of Examinations

- Examines the organization's products, passing these to Review for correction or to Certification so every product is certified, or corrected so it can be certified.

Department of Review

- Reviews the organization's product to isolate the causes for any lower-than-acceptable level of quality. Also reviews staff actions and corrects them where needed so technology and policy are applied with superb results. Cares for the staff as individuals so they become fully trained for their jobs, learn organizational policy and technology and become competent, contributing group members.

Department of Certifications and Awards

- Issues and records valid certifications for products attained and earned. Observes for any production errors and ensures they are corrected.

Public Division **DIVISION 6** Public Secretary

DEPARTMENT OF PUBLIC INFORMATION	DEPARTMENT OF CLEARING	DEPARTMENT OF SUCCESS
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This division, through all of its activities, brings knowledge of and distributes the organization's services and products to the broad public.

Department of Public Information

- Sees to it that the appearance of the organization and its personnel is excellent. Makes the organization and its services and products well known to the community. Works with community groups and other organizations to improve the society.

Department of Clearing

- Establishes and makes productive distribution points outside the organization which offer its services and products to new public.

Department of Success

- Records and makes widely known to the public the successes of the organization's activities and its products.