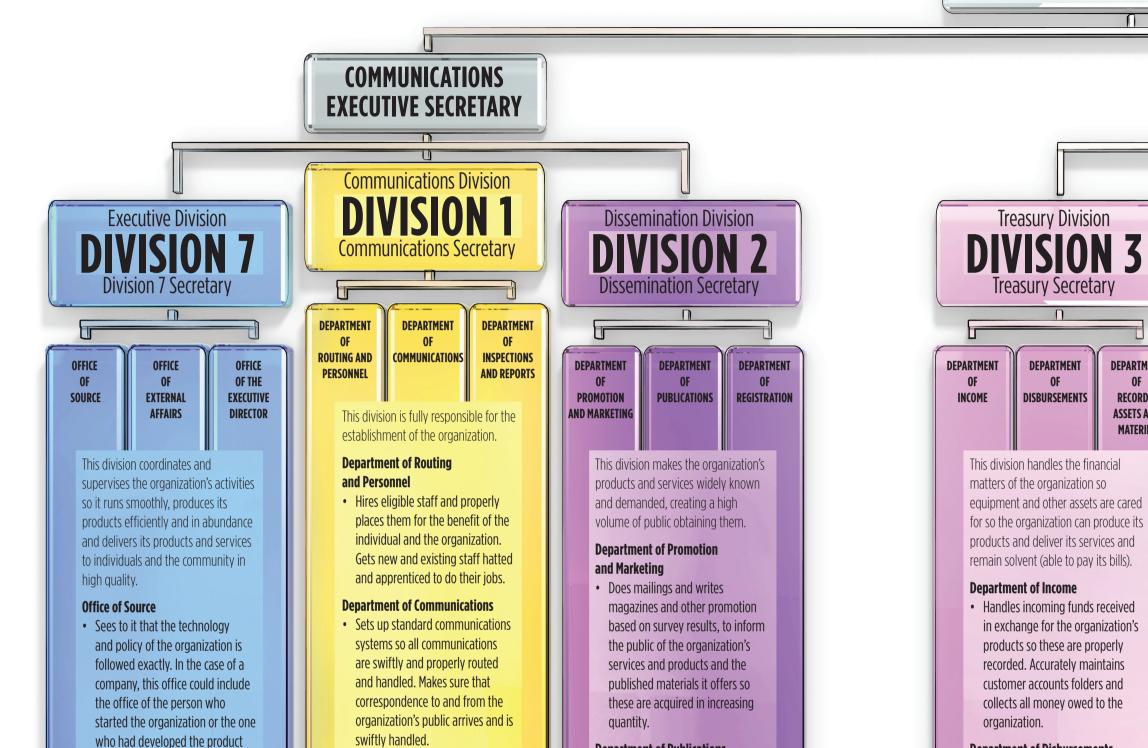
## **EXECUTIVE DIRECTOR**

DEPARTMENT

RECORDS,

ASSETS AND

MATERIEL



**Department of Inspections** 

Collects and accurately graphs

the organization's statistics for

executive use. Maintains a high

staff. Inspects the organization's

stopping expansion are detected

activities so any difficulties

and reported to executives.

level of ethical behavior among the

and Reports

**Department of Publications** 

who purchase them.

**Department of Registration** 

Contacts individuals who

have expressed interest in the

are obtained by them. Keeps

accurate files of people who

previously received service or

obtained products from the

organization and maintains

services.

correspondence with them so they

can acquire further products and

organization's products so these

Stocks all published materials so

they are available for sale and

swiftly delivers these to individuals

## **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.

## **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.

that is now being produced by the

company. Keeps the organization's

buildings in good repair and

acquires additional space for

Maintains proper relations with

governments and other groups

in the society and cares for legal

expansion.

affairs

**Office of External Affairs** 

