

Business Organization Notes

Business Types:

1. Sole Proprietorship
 - Single owner
 - Simplest of all business structures
 - Can have employees – no limit
 - Usually small operation
 - All profits are personal income
 - All liability is the owners
 - Easy to start – very low cost
 - Business dies with the owner

2. _____
 - _____
 - A partnership agreement is needed
 - _____
 - Usually small operations
 - All profits are shared personal income
 - _____
 - A lawyer is suggested to start
 - Business ends on the death of any partner

3. _____
 - Shareholders are the owners
 - _____
 - Requires a minimum of two officers
 - Almost all large businesses are corporations
 - _____
 - Limited liability for owners
 - Legal fees are large to start

President/CEO:

- _____
- CEO = Chief Executive Officer
- _____
- Rarely will a company have a CEO and a President

Corporate Secretary:

- Legally required in all corporations
- _____
- Keeps minutes of Board of Directors meetings
- _____
- Appointed by Board of Directors
- Position could be held by another officer

Chief Operating Officer:

- _____
- Answers to CEO and Board of Directors
- If no COO, often they will have an Executive, or Senior Vice President in charge of operations.

Chief Financial Officer:

- _____
- Answers to CEO and Board of Directors
- If no CFO they may have a Vice-President of Accounting or Finance

Chief Marketing Officer:

- CMO: Responsible for marketing
- _____
- Works closely with accounting

Chief Information Officer:

- _____
- All computer systems in company
- _____
- Relatively new position in corporations
- Officer position because of access to info

Vice President:

- VP: Corporation can have several
- _____
- Executive Vice-President is second in command or (COO)

Director:

- Usually in charge of a specific department
- _____
- Also, can be a mid-level manger

Manager:

- _____
- Finance Manager, Advertising Manager

Project Manager:

- PM: Responsible for overseeing the many departments that collaborate on a given project
- In construction, a PM must coordinate the work of several internal departments, Developer, Architect as well as sub-contracts.
- _____

Field Superintendent:

- Also known as a super, or sup ("soup")
- Responsible for overseeing the activities of every contractor/sub-contractor on the jobsite
- _____
- They also call for, and "walk" inspections with the inspectors

General Superintendent:

- Ultimate superintendent
- All field supers answer to the general.
- The general reports to the COO, or Executive VP of Operations

Foreman:

- _____
- In charge of a work crew
- _____

Purchasing Agent:

- Acquires all the pricing for the various components of a home's construction
- _____

Land Acquisitions:

- Responsible for identifying properties suitable for development
- _____
- Undeveloped land could contain archeological sites, environmental issues or hazardous wastes