Jobs:

**Director**-

1. Coordinates efforts of team activities, maintains password, checks Ranking Report for team. Keeps a record of all transactions made by the team and uses this information to verify portfolio data. Makes recommendations to team.

2. Reviews the Transaction History, Account Summary, Account Holdings, and Gains & Losses reports for accuracy.

3. Enters transactions into portfolio and checks Pending Transactions and Transaction Notes files for error messages.

**Basic Economic Research Coordinator-**

1. Coordinates team research efforts of basic or fundamental economic data about the overall economy or relevant current events which could affect companies whose stock the team owns or is thinking of buying.

2. Using Web Links feature, lnternet sites, newspapers, etc., researches current market activity, economic indicators, news about the industry, news about company.

 **Technical Economic Research Coordinator**

1. Coordinates team research of market data for companies whose stock is owned by the team or is being considered for purchase or sell. Makes recommendations to team.

2. Using Investor Research feature and other research web sites, finds stock ticker symbols and checks stock data (highs, lows, and closing prices). Makes recommendations to team.