**Center University of Abd Lhafid Boussouf Mila**

***Department of Economic Sciences and Commercial and Science of Management***

**Level: Master 1**

**Text 01 :**

**The organizational and its main jobs**

In the best organizations people see **themselves** working in a circle as if around one table, where the chief executive takes decisions. In this circular organization leadership passes from one to another depending on the task…..below are three main jobs in an organization.

The nominal head of the company is called the chairman of the board. He may not take any active part but presides as chairman in meetings of directors.

The managing director of the company has specific responsibility in management. Apart from the chairman he is normally the senior person in the company. **His** task is to co-ordinate the various departments and put into practice the decisions of the board. He reports directly to the chairman.

The company secretary is the person concerned with the company’s statutory books, and supervising the administration of **its** affairs in general. He organizes the board of meetings, he maintains the share register, and sees to payment of dividends…..etc.

***Questions:***

1-How do people see themselves in an organization?

2-Who is the chairman of the board?

3-What are the tasks of the managing director?

4-What are the tasks of the company secretary?

5- What/Who do the underlined words refer to in the text?

 -Themselves (1st paragraph)

 -His (3rd paragraph)

 -Its (4th paragraph)

* **Translate the text into Arabic. ترجم النص إلي العربية**

**للحفظ:**

* There are three main jobs in an organization: هناك ثلاث وظائف رئيسية في المنظمة
1. The nominal head of the company. الرئيس الاسمي للشركة
2. The managing director المدير العام .
3. The company secretary. سكرتير الشركة

since natural riches are unequally shared out over the globe exchange

* The tasks of the chairman are : مهام الرئيس هي:

- presides meeting of directors. - يترأس اجتماع المديرين

* the tasks of the managing director are: مهام العضو المنتدب هي

- co-ordinate the various departments .تنسيق الأقسام المختلفة

- put into practice the decisions of the board. تنفيذ قرارات المجلس

- reports directly to the chairman. يقدم تقاريره مباشرة إلى الرئيس

* The tasks of the company secretary: مهام سكرتير الشركة:

- supervising the administration. الإشراف على الإدارة

- organizes the board of meetings. ينظم مجلس الاجتماعات

- maintains the share register. يحتفظ بسجل الأسهم

**Answers**

1. People see **themselves** working in a circle as if around one table, where the chief executive takes decisions.
2. The chairman of the board is: the nominal head of the company.

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1. The tasks of the managing director are: to co-ordinate the various departments and put into practice the decisions of the board. He reports directly to the chairman.
2. the tasks of the company secretary are concerned with the company’s statutory books, and supervising the administration of **its** affairs in general. He organizes the board of meetings, he maintains the share register, and sees to payment of dividends

 -Themselves (1st paragraph) = people

 -His (3rd paragraph) = the managing director

 -Its (4th paragraph)= company