

**IMPLEMENTATION OF THE SECRETARY'S ROLE
IN THE ELEMENTARY SCHOOL RANKING 1
COMPETITION OF BUSINESS EXHIBITION AT
STATE POLYTECHNIC OF BENGKALIS**

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ABSTRACT

Polbeng Business Expo Chapter 1 is a program organized by the International Business Administration study program that aims to promote business, demonstrate skills, and foster local culture. This event is carried out as an opportunity to promote creativity and culture, support MSMEs, and become a forum for students to demonstrate and develop knowledge skills. The expo method was chosen because it is more effective in direct delivery and reception of materials. The objectives to be achieved in this final project are to create or organize Ranking 1 Competition which is part of the event from Polbeng Business, coordinate the event from preparation to completion, determine the committee meeting schedule, record and organize documents, determine participants, register participants, find out budget planning and realization, find out the obstacles that occur and find solutions to these obstacles. In the technical aspects of work in carrying out activities starting from the project preparation stage, project implementation, project completion and project reporting. In the implementation of this competition, the committee consisted of 13 people with different tasks and responsibilities. The competition was attended by 55 participants from public/private elementary school students and was accompanied by 2 judges who are experts in the field of education. The Ranking 1 Competition was held in 2 days on October 30-31, 2024 at the Mini Conference Hall GKT 1 Politeknik Negeri Bengkalis. In the implementation of this competition, the costs incurred amounted to Rp 3.285.000 which includes various needs, such as equipment, consumption, and other operational costs needed to support the smooth running of the event.

Keywords : Expo, Business, Secretary, Competition, Ranking 1