

THE FUNCTIONS AND DUTIES OF THE SECRETARY IN THE “RANKING 1” COMPETITION AT POLBENG BUSINESS EXPO CHAPTER TWO

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ABSTRACT

Polbeng Business Expo Chapter Two is a program organized by the International Business Administration study program. This thesis examines the organization and implementation of the "Ranking 1" event, a quiz competition for elementary school students (grades 4–6, ages 9–12), as part of Polbeng Business Expo Chapter Two at State Polytechnic of Bengkalis. In the era of globalization and technological advancement, such events facilitate interaction between business practitioners, academics, and the public, promoting innovation, MSMEs, and educational development. This study focuses on the functions and duties of the secretary in managing the Ranking 1 Competition, addressing challenges in student skill development, character building, and event management. The general objective of the project is to provide a platform for expo activities and competitions that enhance students' academic and non-technical skills beyond the school environment. Specific objectives include efficient agenda management and scheduling, administrative supervision, and comprehensive documentation. Key findings indicate that the event was successfully held on May 21, 2025, at the Mini Conference Hall GKT 1, with a total of 61 participants. The organizing committee, led by key officials including the secretary, ensured smooth operations with a budget of Rp 3.171.305, transparently allocated for supplies, catering, prizes, and personnel. The secretary played a crucial role in scheduling, information dissemination, committee coordination, and resolving administrative issues, contributing significantly to the event's success. Recommendations for future iterations include better preparation, improved participant outreach through government collaboration, and more effective time management to avoid conflicts with academic schedules.

Keywords: Expo, Ranking 1 Competition, Secretary's, Administration, Functions and Duties.