

## How to be a portfolio manager

The main duty of the portfolio manager is to create and present reports on the status of the club's investments at each meeting. The following are the reports and how to prepare them:

### **The Day before the meeting:**

S&P 500 Diversification report (GXGICS.xls) – shows GenXchange's positions in each sector of the economy and contrast them with the S&P 500.

Each month the cells in blue must be updated from bivio. The cells containing S&P500 numbers can be found in

[http://www2.standardandpoors.com/portal/site/sp/en/us/page.topic/indices\\_500/2,3,2,2,0,0,0,0,5,11,0,0,0,0,0.html](http://www2.standardandpoors.com/portal/site/sp/en/us/page.topic/indices_500/2,3,2,2,0,0,0,0,5,11,0,0,0,0,0.html)

Club stock assignments and schedules (GenXVL2.xls) – shows when the portfolio and watch stocks are due, and who's assigned to which stock.

This needs to be updated each time stock assignments change.

Portfolio Performance Report (GenX.qif) – shows the performance and returns of the club's stocks on a monthly basis. It's a MS Money program that updates itself using information found online. The only number that needs to be changed manually is the amount of cash in the brokerage account, which can be found on bivio.

### **After the meeting:**

Store reports in the Portfolio Manager's binder.

In addition to generating reports, the portfolio manager runs the stock presentation portion of the meeting, and makes recommendation to the club on issues like sector diversification and returns on particular stocks and sectors.