

Who does what in the group (correct as at July 2014):

Board of Directors

Chair: Sally Hilton

Company Secretary: Angela Lewis

Director with HR responsibility: Rachael Goodson

Director: Jackie Pieterick

Director: Lindsey Bucknor

Co-operative overall:

Press releases and media; management accounts; updating website; social media; emails; correspondence; insurances; contact with HMRC; FCA and Mander Centre; networking events; quarterly update to members: Angela Lewis

Membership cards: Dawn Wakelam

Mailchimp monthly e-mailer: Charlie Hudson

Shop:

Rota: Denise Melvin

Updating sales & stock sheets: Paul Barlow

Payments to sellers: Angela Lewis

Purchasing of consumables: Angela Lewis

General notes:

Potential new volunteers should be directed to the website to complete a quick online questionnaire, which will then be passed to Rachael and Lindsey to softly interview before accepting into the group due to legal and insurance reasons.