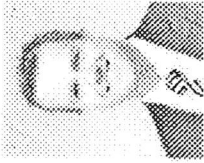


South Cheshire Chamber of Commerce - Organisational Chart



Outsourcing

- Credit control – Anne Xiourouppa
- Management accounts – O'Hara accountants
- Book Keeping – Anne Xiourouppa
- Fund Administration – Richard Weilding
- BSI 9001 – Mark Nolan, Trian Management systems



Tina Hankey

Chamber Executive

Specialism

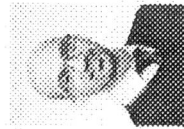
- Membership administration & Liaison

Core Chamber Activities

- Member engagement & Recruitment
- External Chamber representation
- External meetings

Areas of Responsibility

- Membership administration process
- Invoice and credit control
- Membership liaison
- Magazine
- Office Stationery & Premises



Nadeem Ahmad

Chamber Executive

Specialism

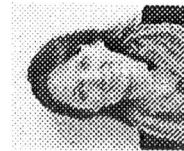
- Business engagement & ICT Development

Core Chamber Activities

- Member engagement & Recruitment
- External Chamber representation
- Export Documentation

Areas of Responsibility

- Business Engagement Development
- Portal development
- Surveys and research
- ISO 9001



Madeleine Abbey

Chamber Executive

Specialism

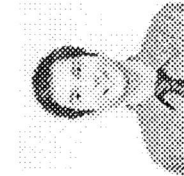
- Events Management & Marketing

Core Chamber Activities

- Member engagement & Recruitment
- External Chamber representation
- Export Documentation

Areas of Responsibility

- Events / Seminar / Training Co-ordination
- Events Diary Management
- Booking system administration
- Marketing Development & Promotion



Jon Barnes

Chamber Executive

Specialism

- International Trade Co-ordination

Core Chamber Activities

- Member engagement & Recruitment
- External Chamber representation
- Export Documentation

Areas of Responsibility

- International Trade Co-ordination
- Export Documentation
- International trade committee administration
- Accounts – Income analysis



Erika Floodgate

Office Administrator

Specialism

- CEO Administration
- Receptionist

Areas of Responsibility

- Filing and retrieving information and documents
- Typing letters
- Managing diaries
- Booking travel
- Answering the phone
- Looking after visitors
- Working closely with the CEO
- Screening telephone calls and handling enquiries
- Organising the diary and making appointments
- Dealing with letters and emails
- Using a computer to produce letters, reports and presentations



Chamber Executive

Specialism

- Business Development

Core Chamber Activities

- Member engagement & Recruitment
- External Chamber representation
- Export Documentation

Areas of Responsibility

- Providing sources of income
- Corporate Sponsorship
- Public Sector SLA
- Advertising sales
- Website
- Magazine
- Newspaper
- Business fund promotion