

CHARING BUSINESS ASSOCIATION

Committed to the Community

www.charingkent.co.uk

COMMITTEE ROLES & RESPONSIBILITIES

CHAIR: **Vin Patel** **patelvineet@aol.com** **01233 712318**

- Strategic Planning
- Chairing and producing the agenda for CBA Meetings
- AGM
- Events Calendar

**SECRETARY/
ADMIN** **Kerry Oliver** **kerryoliver@live.com** **01233 713838**
Yvonne Fernando **Yvonne@tangerinemoon.co.uk** **01233 714800**

- Quarterly Communication Update/Newsletter to members
- Quarterly Communication Update/Newsletter to the public
- Communicating action points from meeting

Treasurer **James Andrews** **fiveandrews@hotmail.com** **01233 712584**

- Renewals
- Paying people
- Maintaining the Bank account, balance
- AGM Financial Report

Website **Karin Hermans** **info@wood-you-like.co.uk** **01233 713725**

- Website Management
- Keeping Information current
- Registering Members
- Issue of electronic members communication

Marketing **Elizabeth Tweed** **etweed23@hotmail.com** **01233 714689**

- Posters – Leaflets
- Event Advertising
- Public Profile
- Notice-board

Membership **Paul Martin** **paulmartin@saddlersresidential.co.uk** **01233 713127**

- Membership Recruitment
- Developing members offers/benefits package

Secretary: Kerry Oliver, Olivers, 40-42 High Street, Charing TN27 0HX

Webmaster: Ms Karin Hermans, Wood You Like Ltd, Brenchley Mews, School Road, Charing, Kent TN27 0JW