



[VM3COP02 Organisation chart](#)
[VM3COP02 Organisation Complete Overview](#)

Main Category	Supervisor	Responsibilities	Members
Office Processes	Office Team Leader		Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Sophie Lines Zoey Teal Zoey Teal
	Derek Lamb	Responsibilities	Teal Zoey Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Emma Clark Michael Lamb Michael Lamb
	Derek Lamb		Michael Lamb Emily Hanson Catrin Hird Aqib Majeed Sherralee Lamb
	Derek Lamb		

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
243	Vacuuming of the Office, Hall and meeting room	Every 1 Weeks	Office Processes	1	04 Jul 2025	
239	Please check Paypal for orders	Every 1 Weeks	Office Processes		03 Jul 2025	
487	Checking Of Awaiting Action Tray - Priority 8s	Every 7 Days	Office Processes		04 Jul 2025	
496	Send Delivery Notifications	Every 1 Days	Office Processes	2	01 Jul 2025	
528	Review Inward Payments	Every 1 Days	Office Processes		01 Jul 2025	
620	Send VST Delivery Notifications	Every 1 Days	Office Processes	1	01 Jul 2025	
659	Sweep Kitchen Floor	Every 1 Weeks	Office Processes	1	04 Jul 2025	

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
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