



Association of British Women in Malaysia

Chair ~ Deborah O'Neill | Vice-Chair ~ Sharianne Ali-Quirk | Treasurer ~ Tim Rolfe | Secretary ~ Maxine Venter

Committee Position - Events Manger

Responsible for organising activities and events for members. This includes organizing the monthly lunches and arranging all aspects of the Welcome Back and Christmas Lunches. The role requires sourcing venues, liaising with restaurant management, coming up with new ideas to encourage member involvement and finding sponsorship to support some of the events. It also requires providing written reports and photographs of the events for inclusion in the monthly magazine. Key qualities for this role include good organisational and communication skills, the ability to plan ahead, attention to detail and budgeting. Knowledge of Word and Excel is an advantage as is own transport.

Responsibilities include;

Fundraising Events

- Plan ahead for the year and do research into what type of fundraising events will be popular with ABWM Members.
- Check old magazines about what has been done in the past and how successful these fundraising events were.
- Attend other current ABWM activities and events and ask ABWM members what they like to do, why they like it and what would make a successful fundraising event.
- Work out a Fundraising Event plan including possible venues, costs & budgets, entertainment, etc. to present at the Committee meetings.
- Negotiating with function providers
- Source sponsorship.
- Always respond to sponsorship and advertisers donations in writing (for legal reasons).

Christmas Bazaar

- You will need to put a plan together with the help of lots of volunteers and oversee the annual Christmas Bazaar
- Set up a Bazaar Sub-committee with a team of helpers and put timelines for when various aspects of the bazaar need to be done by.
- Design and create a communication plan to ABWM members and a marketing plan to the local media to get the Bazaar advertised in order to raise the number of people attending and increase the income of the event on the day.
- Coordinate with the Bazaar team which Sponsors would need advertising space in order to assist the ABWM Editor to work out an advertising plan for all the Sponsors & Advertisers in the months after the Bazaar.

Charity - Support - Fun

Founded 1975

23 Jalan Telawi | 9 Bangsar Baru | Kuala Lumpur 59100 | Malaysia

abwm.com.my | contact@abwm.com.my | Tel: 03-2284 4407 | Registration No. PPM-003-14-06091980

Other Committee members

- Assist the Events co-ordinator with ABWM events as and when necessary.

Financial responsibilities

- Manage all financial aspects of fundraising events and keeping running total of all costs.
- Assist the Treasurer with financial details of each Fundraising event – before and after.

Committee meetings

- Committee meetings take place once a month when you need to give a brief report on what's happening with the Fundraising Events and Bazaar and highlight any issues.

ABWM Website

- Keep all information regarding the Fundraising Events or Christmas Bazaar on the Website updated by letting the Chairman & Technical Support know of any out of date information.

Miscellaneous

- During busy periods of activity, assist the rest of the Committee with special projects or events.

Skills required

- Able to effectively communicate and correspond with the Committee, other ABWM members, stall holders, sponsors, etc. (via email mainly).
- You'll need to be able to work independently most of the time and basically do project management.
- Knowledge of Word (for all the Bazaar correspondence) and Excel (for Bazaar schedules) is really important.

Time taken up by the role:

- This is an involved role with lots of meeting, liaising and communicating with various people, which can be done from home.
- You may need your own transport as you'll be attending meetings and visiting venues.

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