



# Association of British Women in Malaysia

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

## Committee Position - Chairman

One of the three Office Bearers and the official face of the ABWM. As well as attending events and functions, the role also includes promoting the ABWM throughout the wider community. The Chairman supports all committee members in their role and works very closely with the House Managers to oversee the effective running of the ABWM House. She should also be accessible to all members and be able to deal effectively with any issues that may arise. The position requires some public speaking and regularly preparing written items for the weekly newsletter and the magazine. This role is time-consuming and would suit someone with a good sense of humour, thick skin and, above all, well-developed diplomacy skills.

Responsibilities include:

### Representing the ABWM

- Attend official functions and events on behalf of the ABWM, e.g. BMCC (British Malaysian Chamber of Commerce, BHC (British High Comm.), and other societies
- Find out all relevant dates and add to your diary the beginning of the year
- Regularly be in contact with these organisations and 'advertise' the ABWM to the business community

### Newcomers Morning/Lunch (in September)

- Arrange a 'Welcome' speech for the opening or start of the Newcomers/Welcome back lunch event in September

### Christmas Bazaar

- Liaise with with Bazaar Co-ordinator about what is required for the Opening ceremony for the cutting of the ribbon
- After opening, do a short 'Welcome' to all guests and thank stall holders and sponsors for participating in the day
- During the day, you are responsible to help announce all the winners for the raffle and door prize tickets if an MC is not in attendance
- At the end of the Bazaar, do a short 'Closing' speech and thank again everyone for coming

### ABWM Magazine

- Write the monthly 'Chairman's Message' or 'Chairman's Chat' and submit to the Editor by 1<sup>st</sup> of every month

## Charity - Support - Fun

Founded 1975

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

[abwm.com.my](http://abwm.com.my) | [contact@abwm.com.my](mailto:contact@abwm.com.my) | Tel: 03-2284 4407 | Registration No. PPM-003-14-06091980

## Weekly Emails

- Submit weekly blurb to Newsletter Coordinator by Tuesday evening of relevant week.
- Forward on to Newsletter Co-ordinator for inclusion to the Weekly Emails, any articles, activities or events that you feel members may like to know about.

## Sponsors & Marketing

- Assist the Advertising Coordinator with sourcing new sponsors to financially assist the ABWM

## Committee meetings

- One of the most important roles of the Chairperson is steering a Committee through its business effectively and efficiently
- The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all her committee members and 'lead the team'. This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members
- Committee meetings take place once a month. It is usually best to set dates for the year's meetings well in advance

## ABWM Members

- You will need to be prepared to deal with any member issues or suggestions and use common sense and diplomatic skills to communicate whether these are in line with what the ABWM stands for or other members would like to do

## ABWM Website

- Work with Tech Support to ensure that the site is regularly updated

## ABWM House Management

- The 3 office bearers are ultimately responsible for the financial and maintenance running of the ABWM House
- Assist the House Manager with any issues during the year
- Do regular reviews of the ABWM House's financial statements and make recommendations to the Committee to address any issues
- Assist with the practical management and review or set up new process and procedures in order to ensure ABWM House is meeting the needs of the ABWM

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## Charities

- Annual visit the various Charities to whom the ABWM made a donation in order to review how this money has been spent

## Financial responsibilities

- Regularly review the financial statements and assist the Treasurer with budgets for the year
- Assist the Charity co-ordinator with dividing fundraising money to the various charities for the Charity Cheque presentation

## Skills required

- Able to effectively, independently and diplomatically communicate and correspond with the Committee, other ABWM members, sponsors and media
- Knowledge of Word and Excel is essential. Any other IT skills, in particular of Microsoft Publisher would be very helpful

## 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 or from the ABWM House
- You may need your own transport as you'll be travelling and attending meetings in KL
- You'll need a computer and printer and constant access to the internet and a telephone.

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