



Association of British Women in Malaysia

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

Committee Position - Charities Coordinator

The main aim of this role is to be the spokesperson between the ABWM and all local Charities.

Responsible for organising and recommending which charities receive the money raised by the ABWM. The co-ordinator will need to visit the various organisations already supported and follow up to ensure that the donations are being used effectively.

The role includes liaising with all key volunteers at each Charity, reviewing nominated Charities, writing reports, providing content to the magazine on a monthly basis and assessing the need for donations and voluntary help throughout the year. The ability to motivate volunteers and to deal with the heads of Charities in a pragmatic way are important qualities for this role. Knowledge of Word and Excel are a must. This role can be for an individual, shared role or working within a team. Own transport is useful but not essential.

Responsibilities include;

Volunteers

- Follow up with new members who have expressed interest in volunteering. You will be sent names from the Secretary or House Managers
- Take details of anyone interested and follow up with them. If there is an established group going, put them in touch with each other. If it's a new charity for ABWM or we do not have members helping there on a regular basis you may put them in touch with the staff there or accompany the member for a visit. If there is a group of people interested, encourage them to go together and run a volunteer group themselves. Try to keep a list of where members are volunteering
- Respond to email inquiries about volunteering
- If charities have particular needs or are in need of more volunteers, use the weekly e-mail and magazine to advertise

Donations to charities

- It is your responsibility to present to the committee towards the end of the financial year (around January) a list of the charities you would like to fund from the monies raised throughout the year
- You may work alone, with a few members of the committee or a team of people to visit charities and decide who you want to give based on the visits and interaction with the charities
- Charities requesting funds are required to complete the application form. You may assist them with this if required.
- Try to visit each of the charities we supported the previous year to see how things are going and see how money is being spent. Feel free to visit any new charities that you would like to consider for next year's funding
- There could be some flexibility in giving donations throughout the year to charities where it is appropriate

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

Cheque Presentation Event

- Early in the financial year, there is a lunch to present the cheques and to give thanks to anyone that has had any involvement in helping towards our charitable causes. This is usually held at the British High Commissioner's Residence. All donation recipients from the year are invited as many receive their funds throughout the year.

Donations of Household Goods

- Occasionally, household or other items are dropped off by members at the house. These can be given to charities in need of such items if you are aware of any. Email charities to learn who is in need of the donated items.

Magazine Report

- Submit a monthly article with photos and pass to editor by the given deadline each month. You can either write the article yourself or ask volunteers to write an article about a particular charity or any special activities they want to report on
- This article can be on any trips you have made to the charities, on outings that volunteers have taken children from homes on or any updates from volunteers or yourself. Try to get a good variety of articles

Committee meetings

- Committee meetings take place once a month when you give a brief report on what's happening with charities

Christmas Bazaar

- Select charities to have a free booth at the Christmas Bazaar. The number of charity tables will be dependent on space in the Charity area of the venue.

Miscellaneous

- You will probably get asked throughout the year to help some of the charities with their own events or to attend any special events. It is up to you whether you want to get involved or not, or pass the details to other Charity volunteers who may like to
- Make sure the Charity section of the ABWM website is up to date. You can send changes to whoever is in charge of updating website or Chairman

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Skills required

- Able to effectively communicate and correspond with Charities, the Committee and other ABWM members (via email mainly)
- Knowledge of Word (to write magazine reports, letters, etc.) and Excel (for schedules) important.

Time taken up by the role:

- This is a flexible role and can be done from home and in your own time
- You'll need to set up, travel to and attend meetings with various Charities all over KL. Therefore, you'll need your own transport, preferably
- You also need to attend all monthly Committee meetings

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