



# Association of British Women in Malaysia

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

## Committee Position - Secretary

The last of the three Office Bearers. The Secretary maintains and updates the membership database and takes care of all correspondence. This role includes taking the minutes for all Committee meetings, renewing Association licences, sending out the weekly email, collecting mail, alerting Link Ladies to new members and supporting the Chairman. Knowledge of Word and Excel are a must. Personal qualities should include good attention to detail and a good sense of humor. Own transport would be useful but is not essential.

Responsibilities:

- Maintain and update the membership database on a regular basis
- Take care of all membership correspondence
- Send out weekly email to members
- Attend committee meetings and take Minutes (monthly)
- Disseminate Minutes and agenda to all Committee members prior to the next meeting
- Support Chairman in her duties
- Send out Monthly Magazine link via email
- Collect mail from ABWM PO Box held at Main Post Office (Pejabat Pos Besar)
- Assists with other projects as necessary
- Support other Committee members as and when required

AGM

- Send out AGM Notice to members
- Liaise with British High Commission staff to make arrangements
- Collate nominations forms for Committee posts
- Provide copies of agenda and previous minutes for those attending AGM
- Inform other loyal societies of new committee

Committee meetings

- Committee meetings take place once a month when you will give a brief report on membership
- Record and distribute Minutes of meeting

**Charity - Support - Fun**

Founded 1975

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

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### Miscellaneous

- You may be required throughout the year to help out at some of the events, projects, the ABWM House and the Christmas Bazaar.
- You will preferably have your own transport

### Skills required

- Able to effectively communicate and correspond with the Committee and other ABWM members (via email mainly)
- Knowledge of Databases, Word and Excel also important

### Time taken up by the role:

- This is a flexible role and can be done from home and in your own time. March and April are the busiest times with AGM and membership renewals
- You also need to attend all Committee meetings

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