

# Abu Dhabi Mums Committee Positions / Job Descriptions

## ADMums Coordinator/Chairperson

The role combines that of Chairperson with the position of focal point for ADMums. Duties covered under the umbrella of Chairperson include:

- Chair/facilitate ADM Meeting
- Facilitate the ADM decision making process
- Maintain an up to date record current coordinators
- Respond to correspondence as required
- Promote the essence of ADM as per the mission statement
- Be available to offer problem solving and conflict resolution strategies to coordinators when needed
- Act as a change agent in response to ADM needs
- Encourage and facilitate new and dynamic ideas within ADM
- Meet with businesses and community members on behalf of ADM when required

## Communications

Communications coordinator is usually the first point of contact for people wishing information on how to join AD Mums and generally about Abu Dhabi itself.

- Ensure that all members receive their monthly newsletter and any other notices, mostly via e-mail, on time.
- There are a small number of people who receive their newsletter by mail, so it must be downloaded, copied and posted out.
- Leave 10 (ten) to 15 (fifteen) spare copies in the AD Mums box behind the reception at The Club.
- Liaison with the Membership coordinator (and any other group coordinators) as well as the Treasurer to add new members to the distribution list.
- Update/amend the distribution list as people leave.
- Liaison with the newsletter editor with any relevant information and to proofread the newsletter.

## Secretary

The secretary is also one of the main contacts for new members, ensuring that they receive all information about ADMums and what it has to offer for their child(ren) in particular. The role is also administrative including taking and distributing minutes of all meetings, prepare any necessary correspondence, e.g. letter of confirmation to outlets offering discounts, etc.

- Attend monthly ADM meeting (first Monday of every month, 8 pm, at The British Club, Meeting Room)
- Take minutes of the meeting
- Type minutes and send a copy to the Coordinator for proof reading
- One week prior to the meeting, send out a reminder for members (via Communications coordinator) to add any topics for the next meeting - deadline is usually the Friday before a meeting
- Type out meeting agenda and send to Communications coordinator for distribution (by Sunday before meeting at the latest)
- Book next months meeting at the end of each monthly meeting (directly with The Club)
- Give Newsletter coordinator the dates of next months meeting - to be published in the next newsletter
- Read any correspondence sent to ADM's and present it at the next meeting - and respond to the correspondent via email or typed letter.

## Treasurer

Collect and disburse all funds. The treasurer must make sure all of ADMs bills are paid and obtain receipts. It is the responsibility of the treasurer to obtain receipts from businesses as well as members if cash is disbursed.

- When disbursing monies to a committee member make sure they sign a petty cash voucher, or receipt. Same goes for a business.
- Along with the committee plan the budget for the year and make appropriate adjustments when necessary.
- Monitor the spending of all funds. All expenses must be approved at the previous meetings. Members must provide a receipt in order to receive reimbursement. \*\*In case of an emergency you may be required to call several of the committee members to get their opinion/approval whether or not certain expenditure should be paid for before the next meeting.
- Provide monthly financial statement for the committee meeting. Usually during the summer months most committee members are on vacation so usually there's no July/August and sometimes September individual financial report. However, accurate records must be kept.
- Prepare and present a detailed annual financial report including a detailed inventory. It is the responsibility of the treasurer to keep records of all ADMs assets and property. The group coordinators maintain the records.
- Keep all receipts.
- Monitor all floats. Most group coordinators usually have a float and should provide you with a group financial report at least quarterly, and attach their receipts.
- All monies held by committee members or members should be given to the treasurer prior to each committee meeting.
- Usually a per capita allowance is made for a dinner to thank the outgoing committee and group coordinators.
- Reconcile membership numbers with the membership secretary each month. The number of full memberships, half memberships and free memberships should be included in the monthly reports.
- Consolidate quarterly group records...

## Newsletter Editor

Responsible for collecting all relevant information for inclusion in the newsletter, preparing the draft then sending it to the chairperson for proof reading. Ensure necessary changes are made then pass final version to communications coordinator or post online within a given deadline.

- Send out submission deadline reminder email 5 days prior to deadline – to committee members for activity dates and to members for classified section
- Collate information into draft newsletter and calendar
- Email draft to committee members by 25<sup>th</sup> of each month, for proofreading
- Email final to Web site coordinator by 30<sup>th</sup> of each month for attachment to web page
- Check that web page link is working and ensure that communications coordinator has received the link for distribution.
- Add each new monthly edition to the ADMums archives
- Attend committee meetings / review minutes to ensure all necessary information for the month is included
- Include newsletter submission deadline on the calendar
- Spell check before issuing!
- Check all proofreading comments before issuing final version

## Website Coordinator

Responsible for collecting all dates and information to be published on the website. Making sure the website is up-to-date and all links are working.

- Attend Committee meetings to collect information for posting on the web.
- Get e-mails forwarded from Newsletter editor regarding group meeting dates, places, times, costs and post online.
- Monitor necessary e-mails from Coordinators for any changes or updates to group events and note changes on web calendar.
- Add/delete discount venues as necessary.
- Maintain the membership form with current information and publish in PDF format.
- Change Newsletter into PDF format and publish it to the web. Let communications officer know what the newsletter link is on the website.

## Membership Coordinator

- Receive application forms and monies for new applications
- Issuance of new and renewing Membership Cards
- Maintain up-to-date Membership Database
- Deal with enquiries from new people needing information about ADM's and point them in the right direction
- Report quarterly to Treasurer regarding monies received and spent (on stationery supplies/stamps etc)

## Public Relations / Fundraising

Find businesses that will give discounts to Abu Dhabi mums members.

- Canvassing business within Abu Dhabi to promote the profile of ADM but ultimately gain member discount for the various businesses.
- Fundraising: the committee member is also responsible for canvassing these same businesses to obtain raffle prize donations to be used for fundraising at the various ADM events. In addition any innovative means of raising funds to benefit the ADM membership would be welcome.

## Special Projects Coordinator

Responsible for forming subcommittees to organize events such as Spring Fayre, Autumn Fayre, Easter Egg Hunt, Halloween Party, Christmas Party, etc. Finds volunteers willing to help out with special events.

## Bumps & Babes Coordinator

This group is for pregnant ladies and new mums with babies who are not yet crawling. We get together once a week for a chat, to exchange our experiences

- Request volunteers from B&B group to host for each Sunday of the month
- Ask hosts for a map/directions to their place to be sent to coordinator, and email B&B members a couple of days in advance with location details for next group meeting.
- Email Newsletter Editor (by 19th of each month) with list of 'new arrivals' and names of volunteers hosting for the next month
- Forward any emails received from Committee that may be relevant to B&B group
- Respond to phone calls/emails of people interested in joining the group.
- Bring baby weighing scales along to the meetings for mums to weigh their little ones.
- Inform our pregnant ladies of the availability of a TENS machine for pain relief in labour, and lend it out to people interested in using it.
- Try to attend the monthly committee meetings, and make group members aware that they can come along too.
- Turn up each Sunday, enjoy the yummy snacks, play with babies, and chat with Mums.

## Movers & Groovers Coordinator

This is for babies who are beginning to crawl but not yet walking. Mums and babies can get together every week; babies can crawl and explore while mums enjoy a chat.

- Introducing new members to the group
- Responding to phone calls/E-mail enquiries from Mums who are interested in joining the group
- Coordinating each weekly meeting (Sundays at 10am at the soft play area of the Al Muhairy Centre, 1st floor)
- Advising and helping new members to obtain a soft play membership card, to use the facilities
- Liaising with the "Bumps and Babes" coordinator to see if any "babes" will be moving groups
- Maintaining a contact list for members
- Attending monthly committee meetings (where possible).

## Toddlers Coordinator

Toddlers group is for children 2 to 3 years old, but their younger and older siblings are welcome to most events! Past outings have included trips to Equestrian Club, the International Music Institute, various soft play areas, various beach clubs and story-telling in the House-of-Tales Bookshop.

- Meet with your mothers/kids Sunday mornings, from 10 am to noon at various locations.
- Arrange meeting place e.g. beaches, indoor soft play areas, etc. (see Toddlers activities list for details).
- Inform the Newsletter Editor within the deadline of the next month's meeting places (location, short clear direction for those driving), can be put in the same standard format each month.
- A few days before every event send reminder to ADM members, through the Communications Coordinator. This is especially important when a minimum number of participants is needed.
- As a coordinator attend the committee meeting on first Monday of the month at The British Club meeting room, at 8pm.

## Toddlers & Waddles Coordinator

The Toddlers and Waddles group is for children from walking to age 2. The children play together every Sunday from 10-12 am at The Club, while mum's have a cup of tea and chat. Price is 15 Dhs per adult. This playgroup is very popular, therefore bookings are essential.

- Take all bookings/cancellations up to cut-off date (sign-in sheet, phone calls, emails, text messages, etc.) regarding bookings and cancellations.
- Phone Mr. Sunil at The Club by noon (1 pm at the latest) Saturday with number of confirmed bookings. Phone number: 02-673-1111.
- Be at The Club (typically in the Function Room, but you will be notified of any changes due to other events, etc.) by 10 am.
- Bring a sign-in sheet to record attendance, payment, and booking for the following week. Example can be provided.
- Collect money and encourage members to book for the following week on the sign-in sheet if they are planning to attend.
- Occasionally may need to request additional snacks or change in room temperature, etc. or any other problem-solving situations (rare).
- Count money (occasionally you may have to remind someone to drop in their 15 Dirhams) and pay for attendees at Reception; obtain receipt. Current rate is Dhs 15 per adult (including any other adult guest), and Dhs 10 for sibling. However, frequent attendance of siblings older than age range is not encouraged.
- Monitor ages of the children; this group is for children who have started walking up until age 2.
- In the rare and unfortunate event that a great deal of moms have showed up without booking, you may need to ask them to leave.
- Non-ADM members are allowed 2 visits to judge their interest; after that, they should become members to continue attending the group.
- Enjoy your two hours of visiting with new and old friends, relaxing, and playing with the children.

## Three Plus Group Coordinator

This group is for 3-year-olds and over. We meet twice a month, always on a Sunday afternoon at around 3.30pm. Treat this as a prime opportunity to meet up with the Mums you have not seen recently due to the busy school schedule, or for a welcome change of scenery and company! Siblings (older and younger) are usually welcome (especially for the outdoor meetings).

- Usually meet on Sunday afternoons, usually every other week
- Arrange meeting places – eg any of the parks, for indoor activities; see the attached list (as per Toddlers group)
- Inform newsletter editor within the deadline of the next months meeting places

## Arts & Crafts Coordinator

Children complete a project ranging from painting to puppets. Two age groups work simultaneously on age-appropriate crafts.

- Settle a date for the events.
- Find the activity you're going to do for each date.
- Send the details (ages, when, dates, where, cost, the booking, phone number) to the newsletter editor on the due date of ADM newsletter.
- Buy the materials you need.

## Bouncy Castle Coordinator

When: Alternate Tuesdays to be announced by coordinator

Where: The Club

Time: 3:30 – 5:30

Age: Under 6 years

Cost: 30dhs for the first child and 13dhs for the second child. The cost includes dinner, juice and fruit salad for the children and tea or coffee for the adults. Please can all bookings be made and any special dietary requirements be told to the coordinator by noon the day prior to the event.

- Contact Newsletter editor by deadline to inform of dates for next month's bouncy castles, and confirm contact details for coordinator.
- Accept bookings up to midday the day prior to the event.
- Contact Sunil at the Club after approx 2pm on the day before, to confirm total numbers, and a breakdown of numbers of first and second children. Also confirm choice of menu.
- Attend event, and take payment from those attending.
- Pay Club invoice.

## Gym Club Coordinator

Want to get your children moving and burning up some of that energy, then come along to Gym Club. We have two sessions aimed at 2-3 yrs and 4-5 yrs. Your children will learn a variety of skills using various apparatus from balancing bean bags to balancing on a beam; correctly performing forward rolls to star jumps; using balls, trampolines, hoops and even a parachute; working individually, in pairs and as part of a team, all done in a safe and encouraging environment. Come and join in the fun but Mums (and Dads) don't expect to sit down! This is a totally hands on parental activity and requires your full participation and encouragement.

## Mix and Match Coordinator

For those of you who enjoy the playgroups/activities scheduled on a Sunday and would like to attend more, then Mix & Match could be for you. It is also great for those of us who have more than one child. There are lots of toys, a bouncy castle every second week, play dough, painting and morning tea is included. Includes pastries, sandwiches, fruit, biscuits and tea and coffee

- Confirm numbers for catering by previous Thursday 12md to Suneil at the club on 02 673 1111.
- Arrive 5 mins before to ensure catering out, bouncy castle up, all plug sockets covered, and put out list of those who have booked/info sheet.
- Welcome all.
- Have fun!
- At the end of each session pay the club.
- Check monies correct weekly and complete form of those re-booking.
- Tip Club staff who put out and clear all toys. (quarterly) (Liaise with Wed am M and M coordinator)
- When extra monies liaise with Wed am M and M coordinator to buy more toys and batteries.

## Saturday Mix and Match Coordinator

- Take all bookings-cancellations up to Thursday noon (sign-in sheet, phone calls, emails text messages, etc) regarding bookings and cancellations
- Confirm numbers for catering by previous Thursday 12 midday to Sunil at The Club on 02 673 1111.
- Arrive 5 minutes before to ensure catering out, bouncy castle up, all plug sockets covered, play dough out
- Bring a sign-in sheet to record attendance, payment, and booking for the following week. Example can be provided.
- Collect money and encourage members to book for the following week on the sign-in sheet if they are planning to attend
- Occasionally may need to request additional snacks or change in room temperature, etc, or any other problem-solving situations (rare).
- At the end of each session pay The Club at the reception and collect receipt, fill in the accounts sheet (example provided)
- Check weekly that money is correct and complete form of those re-booking
- In the rare and unfortunate event that a great deal of moms have showed up without booking you may need to ask them to leave
- Non ADM members are allowed 2 visits to judge their interest, after that they should become members to continue attending the group
- Tip Club staff every 3 months approx. and liaise with the other mix and match coordinator (Wednesday or Saturday group) to make sure you tip them equal amount at the same time
- When extra money is left liaise with Wednesday Mix and Match coordinator to buy more toys and batteries

## Rhythm & Song

Singing songs and exposing your child to rhythm are wonderful ways to help your children's development and ability in a variety of ways. They can practice numbers, colors, the names of things, rhyming, melodies, taking turns and playing instruments. Above all we have fun!

## German Group

All mums are welcome to this group but German should be spoken while the group is in session. Don't speak German? Not a problem; just let the other mums immerse your child in the language for the two hours you are there.

- Mum and Children generally meet between 10:30 and 12:30 on Thursday mornings at Bright Beginnings Nursery.
- If Bright Beginnings is not available the coordinator tries to arrange an alternate meeting place and notifies the German speaker participants of the new location and timing.
- Provide newsletter editor with the dates/times/location of the following months meetings.

## Dads & Kids Coordinator

Group proposed for all Dads and their kids to meet once or twice a month (maybe at the park?).

## Mums Night Out Coordinator

Organizes an event a month and passes on the date before the 15th of the month for the next month. In doubt, Pot-Luck nights are always successful! Takes the names and attends the event. There is also a list of previous events held for inspiration.

- Decide on topic/speaker for the month
- Choose an appropriate venue and make a booking
- Try and get a donation from the speaker if possible (ie Reiki speaker could donate a free reiki session) to be raffled off at evening's end
- Take all bookings up until cut off date
- Make sure an appropriate thank you gift if purchased in appreciation of the speaker (ie a simple bouquet of flowers is adequate)
- Arrive 15 minutes before the event is to occur.
- Welcome the speaker and make them feel at home, be sure to have a good introduction
- Decide on an appropriate time for cut off date for bookings
- ADM subsidizes the speaker's food for the event as well as a token thank-you gift
- ENJOY THE EVENING!!!

## Daytime Outings

A fun way to get together and do something different. Outdoor activities are open to all age groups and consist of a wide selection of outings, ranging from picnics in the park to beach outings. Outings are scheduled once or twice a month, cost will vary according to the event.

- Source appropriate venue/venues for a multi-aged group as this session is open to all ages 0-6.
- Negotiate a rate, time and day/days for entry to the venue if applicable.
- Confirm the following month's sessions and forward details to newsletter editor by due date.
- Field calls from mums asking about session.
- Arrive at venue on time with paperwork (i.e. copies of emails sent to managers of venues) as this helps facilitate ease of access, especially the first time a venue has been used.
- Welcome mums that attend. Get feedback from them regarding the venue and/or any ideas they may have for future sessions.
- Introduce members to others especially those new to Abu Dhabi.

## New & Old Member Social Coordinator

Host a monthly meeting where new and old members are invited to attend giving them the opportunity to meet each other.

### Baby Gear Coordinator

Takes phone calls for booking equipment, receives and stores equipment and checks that it is returned in good condition. Takes phone calls and emails for booking of equipment, receives and stores equipment and checks it is in good condition. Takes and holds a deposit for all equipment borrowed, and re-invests rental income in new equipment.

### Maternity Wear Coordinator

Takes phone calls for making appointments to view and try on clothes, receives and stores the clothes and checks that it is returned in good condition. Takes and holds a deposit for all clothes borrowed and also collects donations to extend the clothes library.

### Toy Library Coordinator

Hold the collection of toys and keeps an up-to-date record of toys on loan. Takes and holds a refundable deposit for the toys borrowed. Toy Library is generally held on a monthly basis with toys being rented for that period. Rentals for toys range from 10 - 25 dhs per month. Upon leaving Abu Dhabi or ceasing to be a member of Abu Dhabi mums the deposit will be refunded. Those deposits not collected will go towards purchasing new toys for the toy library.

### Book & Video Library Coordinator

Holds an open house once a month allowing access to the large collection of library books and videos. Keeps up-to-date record of books and videos out on loan. Takes and holds a refundable deposit for the videos borrowed.

