

PrimeTime Board Responsibilities

Assistant Secretary

Role Description:

The Assistant Secretary manages the calendar for PrimeTime Board meetings, Public Holidays, and Board members availability, i.e. travel that may interfere with meetings or duties. The events calendar is owned by the Programmes Director and emailing schedule is owned by the Communications Director.

The Assistant Secretary works with the President to set the Board agenda for the monthly meetings.

Additionally, she is responsible for other aspects of the Board meeting including the following:

- Plan board meeting dates, times, and venues
- Arrange refreshments and materials for the meetings
- Consolidate the agenda and circulate to board members 1 week before the meeting,
- Take minutes at the meeting and send to Board members for approval
- Responsible for handling email voting and documenting the results of email votes in board minutes
- Follow-up with the Board members and the Executive Assistant, as appropriate, based on the meeting outcomes, i.e. notify the Executive Assistant that she needs to inform Co-Chairs that they were nominated for a particular role and is responsible for providing onboarding links and login details
- Assist with succession planning for this role

The Assistant Secretary also works jointly with the Secretary on the following activities, as needed:

- Responsible for all record keeping of PrimeTime except financial
- Understanding of the PrimeTime Constitution, ByLaws, Guidelines and Robert's Rules of Order
- Recommend members for annual Board Nominations Committee
- Manage, conceptualize and runs the AGM, and ensure that all constitutional requirements are met

How does this job interact with other Board members?

- President: for organizing Board Meetings
- President: acts as advisor to Assistant Secretary
- Secretary: for joint activities
- Executive Assistant: for related activities

Skills required for this position:

- General business skills
- Effective written and oral communication skills
- Familiarity with Roberts Rule of Order is a plus
- Excellent organizational skills and knowledge management skills
- Proficiency in Excel, Word, PowerPoint

Typical month's time commitment:

- Attend 2nd Thursday meeting (3)
- General communication: Board members, and website (2)
- Preparation for board meeting and typing board minutes (4)
- Support planning for the AGM (3)*from December till April

Average = 12 hours per month

The Board is required to have 4 Board meetings per year. The Board members will determine the frequency and dates of the Board meetings. There are generally monthly meetings held for a total of 10-12 meetings on an annual basis.

For more information: Contact current Secretary at secretary@primetime.org.sg.