

## PrimeTime Board Responsibilities

### President

#### Overall Leadership

- Responsible for overall leadership of the PrimeTime organization, and maintaining the association's position as the leading international professional and business women's association in Singapore.
- Maintain a relevant and sustainable association, lead organizational activities to meet the association's needs based upon membership feedback, and provide appropriate program recommendations and resources that benefit members.
- Ensure that the activities of the organization meet the vision, mission and brand model of PrimeTime, and are in adherence to the Constitution, ByLaws and operational guidelines.
- Provide inspiration and leadership to create PrimeTime's annual objectives, and ensure that the corresponding strategy, plans, and budgets are achieved. Measurements and controls should ensure the critical success factors.
- Serves as the official spokesperson with the media, in addition to the Communications Director.

#### Management Skills

- Chair Board meetings and coordinate the agenda with the Secretary, host 2<sup>nd</sup> Thursday meetings, and represent PrimeTime at appropriate outside meetings and functions.
- Ensure that Board members understand their roles and are able to fulfil their responsibilities. The President will be responsible for coordinating an Orientation for Board members, facilitating the coaching and resources required for Board members, as well as monitoring Board performance and intervening as appropriate.
- Be forward looking, ensure Board and members have sufficient and up-to-date information; look to the future for opportunities, partnerships, and events participation.
- Along with the Nominations Committee, assist in the recruitment of new Board members and the development of succession planning. The President needs to ensure that there is the right number of board members with the optimal set of skills needed by the organization at all times.

#### Marketing Skills

- Work with the Communications Director to handle public relations with media and other external parties.
- Interface between the Board, members, community and other stakeholder groups
- Create an inspiring message to lead and motivate the Board, and as a team build membership, guide courses of action unique to a volunteer organization, and facilitate appropriate partnerships with the community.

## Financial Oversight

- Work with the Treasurer on the annual financial plan, and ensure the organization's resources are managed within those budget guidelines according to current laws and regulations, and managed effectively to meet the needs of the membership.
- Monitor and be aware of potential risks which face the organization, and ensure these are researched and appropriate action taken if necessary.

## How does this job interact with other Board members/leaders?

- In conjunction with the VP, the President plays an advisory role with all Board members.
- Make recommendations, support Board in its entirety during orientation, self-evaluation and throughout the year.

## Is this position a key contact with any outside organizations?

- The President holds no specific key relationship with any external organization, but supports the other Board members with their key relationships, and cultivates key contacts to keep abreast of emerging issues of significance to PrimeTime members.

## Skills required for this position:

- Excellent leadership skills
- Excellent management & general business skills
- Effective written and oral communication skills

## Typical month's time commitment:

- Preparation for and chairing monthly board meeting (5)
- 2nd Thursday meeting (3)
- Attend PrimeTime activities (6)
- General communication: Board members, membership, prospective members and other organizations (16)

Average = 30 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.

According to PrimeTime's Bylaws, the nominee for President must have served at least one year on the PrimeTime Board or be a current Board member.

**For more information:** Contact current Secretary at [secretary@primetime.org.sg](mailto:secretary@primetime.org.sg).