

Programmes Director

1. Second Thursdays

- Own the 2nd Thursday Programme calendar, obtain board and member input, source speakers in a timely manner and assist them with topic development.
- Develop a programmes strategy for PrimeTime and maintain an ongoing calendar of events
- Responsible for event posting and marketing
- Manage the speaker list (potential, confirmed, refused etc.).
- Manage attendance numbers at events
- Monitor online event surveys to continuously improve PrimeTime event offerings
- Attend 2nd Thursday meetings and host the speaker

2. Programme Marketing

- Provide a list of upcoming events to PrimeTime newsletter editor at the end of every month
- Work with the Communication Director to promote the events

3. Programmes Management

- Primary contact for 2nd Thursday queries, and keeper of 2nd Thursday Handbook.
- Work with the Events Director on the logistics for 2nd Thursday events

4. Programme Development

- Work with the SIG Director to ensure a balanced annual events calendar and that all events add value to membership and are consistent with the PrimeTime brand and guidelines.
- Provide input to member survey on programmes, make recommendations to the Board.
- Assist with succession planning for this role.

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

- President: for overall Programme planning and branding
- SIG Director: coordinate a balance programming calendar for PrimeTime
- Events Director: 2nd Thursday event logistics
- Communications Director: 2nd Thursday postings on the website and social media

What volunteer support from the general membership is needed to perform this job?

- A Deputy Programmes Director

Is this position a key contact with any outside organizations?

- Potential speakers

Skills required for this position:

- Strong initiative, structured and an implementer
- Excellent management and interpersonal skills to liaise with potential speakers
- Excellent project management skills to stay abreast of multiple activities at once
- Effective written and oral communication skills
- Works well in time critical situations

Detail of monthly time commitment (on average):

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|---|---|
| • 2nd Thursday meeting (6) | • Programmes development (2) |
| • Speaker sourcing and organization (6) | • Board meeting (4) |
| • Programme marketing (2) | • Administration (documentation, ad hoc meetings/phone discussions) (4) |
| • Programme management (2) | |

Average = 26 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.