

Special Interest Group (SIG) Director

The SIG Director is responsible for the overall management of PrimeTime special interest groups (SIGs), supporting SIG co-chairs to ensure that events add value to the membership, are consistent with the PrimeTime brand model and fit the overall events calendar.

Specific Responsibilities:

1. Programme Development and Management

- Work with the Programmes Director & President to create and manage the overall events calendar.
- Guide co-chairs and help them plan their events on the annual calendar.
- Review proposals for new events, programs and subgroups and submit them for board approval.
- Attend as many Subgroup/Programmes events as possible to stay on the pulse of programming.
- Assist with succession planning for this role.

2. Programme Marketing

- Submit a monthly list of upcoming events to the Communications Director for inclusion in the PrimeTime newsletter.
- Assist Co-Chairs who need special help with creating or marketing an event by advising them on appropriate strategy, policy and process and demonstrating a “can-do” willingness to help.

3. Co-Chair Management

- Support the co-chairs in their roles and act as primary board contact
- Responsible for Co-Chair transitions (onboarding and exiting).
- Organise 2 Co-Chair meetings a year
- Check in with Co-Chairs regularly and update them on any administrative/policy changes

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

- President: regular updates on SIG activities and issues, consult on brand issues.
- Programmes Director: to coordinate a coherent programme of events for PrimeTime
- Events Director: ensure the venues list is updated and catering advice.
- Communications Director: for event listings on the website and social media posts
- Treasurer: ensure that Co-Chairs understand and apply the finance policy.
- Co-chairs: represent SIG issues on the board

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

- A Deputy SIG Director

Skills required for this position:

- Strong initiative, structured and a doer
- Excellent management and interpersonal skills to oversee the Subgroups activities
- Excellent project management skills to stay abreast of multiple activities at once
- Good Excel and Word skills
- Effective written and oral communication skills
- Works well in stressful and time critical situations

Detail of monthly time commitment (on average):

- Programme development (6)
- Programme marketing (6)
- Co-chair management (6)
- Board meeting (4)
- Administration (documentation, ad hoc meetings/phone discussions) (4)

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.

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