

PrimeTime Board Responsibilities

Secretary

Role Description:

- Responsible for all record keeping of PrimeTime except financial records
- Keep the Board Information section of the Knowledge Database updates such as the contact list
- Maintain the Knowledge Database and ensure information is added correctly
- Knowledge expert for the PrimeTime Constitution, ByLaws, Guidelines and Robert's Rules of Order (Procedures Guardian)
- Serve as the Data Protection Officer
- Accountable to ensure that PrimeTime adheres to all prevalent laws and works with the Executive Assistant to ensure compliance
- Serve as the contact person for National Council of Social Services (NCSS) and ensure that the board is aware of potential areas for engagement, training, funding, etc. related to membership benefits
- Act as Board messenger to convey Board decisions and to contact Members who infringe on the rules set out in the Constitution, ByLaws or other PrimeTime guidelines
- Responsible to appoint the Nominations Committee, oversee the Nominations process and the constitutional requirements of the AGM and ensure a timely and speedy process
- Manage, conceptualize, and run the AGM and ensure that all constitutional requirements are met
- Prepare the Board Orientation and any other Leadership meetings
- Assist with succession planning for this role

How does this job interact with other Board members?

- President: for improvement of PrimeTime procedures
- President: acts as advisor to Secretary
- Assistant Secretary: for joint activities
- Executive Assistant: work closely together

Is this position a key contact with any outside organizations?

- National Council of Social Services (NCSS)

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: Primarily with Board members and Executive Assistant (4)
- Documentation and organization of records (4)
- Support planning for the AGM (5)*from December till April

Average = 16 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.