

## PrimeTime Board Responsibilities

### Outreach Director

#### Role Description:

Giving back to the community in Singapore with skilled volunteering and through limited financial support is a key pillar of PrimeTime. The Outreach Director provides opportunities for the membership to familiarize themselves with key local and regional nonprofit organizations and social enterprises that are active in creating equal opportunities and a better world for women and girls and creates pathways for them to be active in social change within their community, through matching organizational needs with the skills, talents and key interests of members.

- Ensure outreach partner presence at all key Primetime events (primarily 2<sup>nd</sup> Thursdays)
- Act as the point-of-contact for PrimeTime members seeking to give back to the community
- Leverage all available platforms to promote the outreach program to gain PrimeTime members support
- Establish contact with external organizations to understand needs and match requirements
- Initiate and sustain partnerships with other leading non profit organizations in the sector for important milestones
- Assist with succession planning for this role

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

- Programmes and Events Directors – ensuring that outreach presence at Second Thursday is communicated well in advance to the team and all logistical matters are settled early
- President: Ensure President is advised of all outreach strategy for the year and has oversight and approval of all proposed community partners

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

- Yes. The Outreach Director is required to interact extensively with community partners, with a key focus on enabling change for women and girls.

#### Skills required for this position:

- An understanding of the non-profit sector and community outreach
- Organizational skills – able to manage information and follow up
- Excellent people management skills – assessing community needs, able to approach members to become volunteers and understand how their motivations and skills can be best matched to opportunities

#### Typical month's time commitment:

- Board meetings (3 hours)
- Board meeting preparation (2 hours)
- 2nd Thursday meeting (3 hours)
- Various outreach coordination activities (10 hours)

Average = 18 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](mailto:secretary@primetime.org.sg).