

## Vice President

### Role Description:

- Responsible, together with the President, for maintaining an alliance with SCWO (Singapore Council of Women's Association) and its member organizations, other local and regional organizations and international women's associations and business associations in Singapore
- Organize events, joint activities, and communications to develop and maintain key relationships with external partners.
- Assist in the overall management of the PrimeTime organization and in ensuring that the activities of the group meet the goals and objectives of the organization
- With the approval of the Board, participate as a member of the Strategic Planning Committee (SPC) and ensure the SPC Mandate is followed
- Assist the President and deputise for her in her absence
- Cheque signing authority with Treasurer in lieu of President
- Assist with succession planning for this role

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

- President: deputise in her absence
- Advisor to other board members
- Communications: post SCWO activities and Other Events of Interest via the website

### What volunteer support is needed to perform this job?

- Assistance with the organization of joint activities with external organizations

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

- Singapore Council of Women's Organisations (SCWO)
- SCWO member associations
- Local and ASEAN organisations
- International women and business associations in Singapore

### Skills required for this position:

- Strong interpersonal skills
- Relationship builder
- Excellent leadership and management skills
- Effective written and oral communication skills

### Typical month's time commitment:

- |   |                                    |
|---|------------------------------------|
| • 2nd Thursday meeting (4)                              | • Strategic Planning Committee (7) |
| • Board meeting (3)                                     | • General communications (6)       |
| • Meetings with SCWO, local and ASEAN organizations (2) | • Advisory role (4)                |
| • Attend PrimeTime events (4)                           |                                    |
- 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.

Please note that according to PrimeTime's Bylaws, the Nominee for Vice President must have been an active PrimeTime member.

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