

PrimeTime Board Responsibilities

Membership Officer

Role Description:

- Oversee activities to grow and maintain PrimeTime membership.
- Central point of contact for membership enquiries and website ID/password issues
- Oversee PrimeTime membership application and renewal process; coordinate membership desk at 2nd Thursday meetings and maintain the membership database on the website
- Oversee the orchestration of volunteers through the Volunteer Coordinator position; maintain volunteer information on the website
- Ensure that membership size/growth matches the financial needs of the organization
- Highlight any member issues to the Board

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

- President: update on member issues
- 1st VP: acts as advisor to Assistant Secretary
- Communications Officer: website posting for membership renewal and application, distribution of marketing materials to other organizations
- Treasurer and Asst Treasurer: monthly reconciliation of paid members list
- 1st and 2nd VP: liaise for opportunities to promote PrimeTime membership with other organizations

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

- Deputy Membership Officer
- Volunteer Coordinator

Is this position a key contact with any outside organizations?

- In conjunction with 1st and 2nd Vice Presidents, promote PrimeTime membership to other organizations

Skills required for this position:

- Excellent interpersonal skills
- Excellent organizational skills and attention to detail
- Effective written and oral communication skills

Typical month's time commitment:

- 2nd Thursday meeting: (4)
- Monthly board meeting: (3)
- Update paid member database and reconcile with financial records (3)
- General communication with membership and website password issuance (4)

Total = 14 hours per month

Note: 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 8-10 meetings on an annual basis.

For more information:

Contact current Board member, Juanita Woodward president@primetime.org.sg

