

Your contribution to PrimeTime's vision

The 1st Vice President plays a critical leadership role in PrimeTime, working closely with the President and the Board to drive the strategic vision, operational excellence, and overall success of the association. The 1st Vice President is responsible for a portfolio of PrimeTime partnerships, deputises for the President, and in conjunction with the President and 2nd VP, plays an advisory role with all Board members. This is a unique opportunity to champion the interests of a leading business and professional women's association in Singapore, serving its diverse membership from over 30 countries since 1997.

Your Main Responsibilities

- **Strategic Leadership:** Contribute to the development and execute the organisation's strategic plan, ensuring alignment with the mission and long-term goals; fostering a positive and inclusive organisational culture; identify emerging trends and opportunities.
- **Organisational Management:** Supervise and provide guidance to board members and their teams, promoting teamwork. Assist in the overall management of the PrimeTime organization and in ensuring that the activities of the association meet the goals and objectives of the organization.
- **Partnerships:** Develop and nurture strategic partnerships to support PrimeTime's mission with SCWO and local organisations, and oversee joint events with external organizations.
- **Maintain Key Policy Document:** Joint Event Policy
- **Support and deputise for PrimeTime President:** Ensure the smooth and effective management of the operations ensuring that the activities of the board meet the goals and deputise for her in her absence as a PrimeTime spokesperson and as a payment approval authority with the Treasurer.
- **Attendance at PrimeTime events:** Attend and support PrimeTime events to stay on the pulse of the PrimeTime community.
- **Board Orientation and Succession:** Each PrimeTime Board Member is required to participate in a Board Orientation Day at the commencement of their term; identify, mentor, and support PrimeTime member(s) to develop a succession plan and volunteer team for their portfolio; and, at the conclusion of their term, provide a comprehensive handover file and reasonable coaching support to ensure a smooth and effective transition to their successor.

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

- President: deputize in her absence.
- 2nd Vice President: coordinate joint activities and deputize in her absence.
- Marketing Director: communicate SCWO activities and other events of interest for broadcast via the PrimeTime communication channels.
- Support and Advise Board Members in conjunction with President: Treasurer, Secretary, Membership Director, and Volunteer Director.

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 business and professional women associations

We want to hear from you if you ...

- Are passionate about championing women's empowerment and leadership.
- Have proven experience in a senior leadership role, preferably within the non-profit sector with a multinational membership base.
- Have strong strategic thinking and decision-making abilities.
- Have exceptional communication and interpersonal skills, with the ability to effectively engage diverse stakeholders.
- Have knowledge of non-profit governance, legal compliance, and best practices.
- Have strong organisational and project management skills.
- Have passion for and commitment to the mission of PrimeTime.

Time requirement: ~15h/month

The above number is an approximation, including attending a PrimeTime Board meeting, handling the 1st Vice President responsibilities, and attending PrimeTime events.

- 2nd Thursday event (3)
- Board meeting (3)
- SIG event (3)
- Meetings with local and ASEAN organizations (3)
- General communication (2)
- Advisory role (1)

For further details, kindly reach out to the Secretary at:

secretary@primetime.org.sg

1st Vice President