

## APPENDIX A

### SERVING ON THE BOARD FAQ

**QUESTION: Are there any requirements on how long I have been a PrimeTime member in order to qualify for a Board position?**

**ANSWER:** Only the President and Vice President have membership or Board time requirements.

The President must have served on the Board for one year or be a current Board member. The Vice President must have been an active PrimeTime member.

Candidates for all Board positions should be able to demonstrate appropriate business and professional skills for the position being applied for, as well as leadership ability and an understanding and passion for PrimeTime. All candidates must be registered PrimeTime members with a valid membership.

**QUESTION: What are the professional qualifications and experience required to serve on the Board?**

**ANSWER:** We are seeking members who have the business skills, acumen and leadership ability to strategically and operationally direct PrimeTime.

Each Board role is very unique. General business and management skills are required for all positions. In addition, for the following three positions – Treasurer and Marketing Director - we have found that professional experience in the area of accounting for the first two positions, and marketing communications for the Marketing role, better serves the association.

Many Board members have found that serving on the Board has enhanced their own skill base by offering an opportunity to participate in activities that are different from those in their professional careers. Board members have also enjoyed the opportunity to interact with professional women in other industries and fields of work.

We recommend that you review the Board role descriptions listed on the website and speak to current Board members for further details.

**QUESTION: What time commitment is required of Board members?**

**ANSWER:** Each position has different time requirements and the average number of hours per month is included on the [Individual Board role descriptions](#). Some positions have regular commitments - such as organizing the 2nd Thursday meeting or preparing the Board minutes - others have more flexible schedules and responsibilities.

Most Board members hold full-time jobs while serving on the Board and find this quite manageable. In a given month, the normal time requirement is estimated at 15-30 hours per month, which includes attending a Board meeting and a 2nd Thursday meeting.

The amount of time that you commit to the Board role is a very individual decision. You may decide to set aggressive targets for an activity or spearhead a special project, in which case, more time will be required.

PrimeTime's aim is to provide a Board and volunteer structure such that no one member has an unmanageable time commitment. As an organization of international business and professional women, we seek to draw on the talents from within our membership on a volunteer basis. Throughout the history of PrimeTime, we have been successful with this approach, delivering a high standard of activities to our membership with an all-volunteer corps.

**QUESTION: I travel a lot for my job. Will my schedule make it impossible for me to serve on the Board?**

**ANSWER:** Frequent travel is part of many Board and non-Board member's jobs. While Board members are expected to attend Board meetings, participate in PrimeTime activities, and fulfill the role of the Board position, we do understand that there will be business and personal schedule conflicts.

Board meetings are generally held monthly. The number of meetings is set by the Board (a minimum of 4 is required), and the meeting dates are set to accommodate the Board members' schedules. If you are out of town or unavailable to handle an activity, a member volunteer or another Board member, should be able to provide back-up support. We highly encourage Board members to work with the membership volunteers so

that the workload to run the association is shared by many members and there is no burden of responsibility on any one member.

**QUESTION: Are the Board positions, volunteer or paid roles?**

**ANSWER:** PrimeTime is an all-volunteer association, including Board positions. The organization maintains a budget sufficient to cover operating expenses and maintain a reserve fund. However, the association is dependent on members' volunteerism in most areas.

Board members pay for the events that they attend at the regular member's rate.

We are fortunate to have a membership with strong and diverse business and professional skills, and the willingness to generously give time to assist in the operation of PrimeTime.

**QUESTION: Is previous Board experience required to serve on the PrimeTime Board?**

**ANSWER:** Previous Board experience is not required but is advantageous. The Nominations Committee will seek members who have the business skills, acumen, leadership qualities, and passion for PrimeTime to serve on the Board. Experience gained on the PrimeTime Board provides credentials for other business opportunities and positions on other Boards.

**QUESTION: What is the nomination and election process?**

**ANSWER:** Members can nominate another member, or themselves, for a Board position by submitting the [Board Nomination Form](#) to the [Nominations Committee](#). This process starts in January of each year.

The Nominations Committee, a committee of at least three members appointed by the current Board, has the responsibility to review the names of all nominated candidates, and compile a slate of Board candidates for election. The committee will ensure that all nominees are willing to accept the Board position if elected, are qualified for the position and understand the role and responsibilities of that position.

Prior to the AGM, the Nominations Committee will communicate the slate of nominated candidates - names and bios – via an e-newsletter and via the website. This slate of candidates will be voted on at the Annual General Meeting (AGM) usually held in April/May each year.

As stated in the PrimeTime ByLaws, no nominations will be accepted from the membership at the AGM. This is further reason to send in the Board Nomination Form by the deadline to ensure that all interested and eligible members are considered.

Serving on the PrimeTime Board can be a rewarding experience. PrimeTime has a very positive reputation in the Singapore business community, having served around 5,000 members and their guests since 1997. As a Board member you will have the opportunity to bring your talents to the organization and ensure that PrimeTime remains a dynamic organization, delivering activities that are relevant to the membership.