

## Special Interest Group (SIG) Team Leader

### Your contribution to PrimeTime's vision

The Special Interest Group (SIG) Team Leader at PrimeTime plays a crucial role in coordinating and supporting the various Special Interest Groups within the organisation. This position works closely with SIG Co-chairs to ensure the relevance and success of SIG events, fostering a dynamic and engaging community for PrimeTime members.

### PrimeTime's Special Interest Groups (SIGs):

At PrimeTime, we believe learning and sharing are key to achieving women's goals and aspirations. Our variety of events and Special Interest Groups (SIGs), provide a community to help you explore your passions and develop new skills in a supportive environment. Our SIGs cover a wide range of personal and professional topics, including:

- **Arts & Culture:** Explore diverse artistic expressions and cultural experiences.
- **Barefoot Book Club:** Delve into a wide range of literary works with fellow book lovers.
- **Careers:** Elevate your professional growth with workshops, presentations, and mentorship opportunities.
- **Entrepreneurs:** Connect with and learn from other entrepreneurial women as you navigate your business journey.
- **Environmental Sustainability:** Engage in discussions and activities focused on promoting sustainable living.
- **Finance:** Gain insights and knowledge about managing finances and making informed financial decisions.
- **Human Resources:** Share best practices and learn about the latest trends in human resource management.
- **Law:** Delve into legal topics and network with professionals in the legal field.
- **Mindfulness & Wellbeing:** Focus on your mental and physical well-being through various mindfulness practices.
- **Mothers Connect:** Connect with other mothers to share experiences, tips, and support.
- **Prime Lunch:** Enjoy casual networking lunches with fellow PrimeTime members.
- **Wine & Dine:** Savor culinary delights and fine wines while networking with like-minded women.

### Your Main Responsibilities

- SIG Coordination and Support: Serve as the main point of contact for all SIG Co-chairs, providing guidance, support, and coordination to ensure the smooth operation of SIG events. Foster strong relationships with SIG Co-chairs and facilitate effective communication and collaboration among them

- Topic Relevance and Quality Assurance: Work closely with SIG Co-chairs to ensure the relevance and quality of SIG event topics. Review proposed event topics, provide feedback, and assist in refining event ideas to align with PrimeTime's goals and member interests
- Event Planning Assistance: Support SIG leaders in planning and organizing their events by offering guidance on event logistics, budgeting, marketing, and promotion. Collaborate with the Events Director and other team members to ensure cohesive planning and coordination of all events
- Networking and Knowledge Sharing: Facilitate networking opportunities and knowledge sharing among SIG Co-chairs and members. Encourage collaboration and idea exchange between SIGs to enhance the overall member experience and create synergies across different interest areas
- Event Evaluation and Feedback: Collaborate with SIG Co-chairs to collect feedback from event attendees, assess event effectiveness, and identify areas for improvement. Provide recommendations and support SIG Co-chairs in implementing feedback to enhance future events
- SIG Growth and Engagement: Work with SIG Co-chairs to develop strategies for increasing SIG membership and engagement. Explore opportunities to attract new members to the SIGs and foster a sense of belonging and participation within each group
- Liaison with PrimeTime Events Team: Maintain a close working relationship with the Events Director and 2<sup>nd</sup> Thursday Events Leader to align SIG events with the overall event calendar and objectives of PrimeTime. Collaborate on cross-functional initiatives and provide updates on SIG activities to ensure a cohesive and well-rounded event program
- Knowledge Sharing and Best Practices: Stay updated on industry trends, best practices, and emerging topics relevant to SIGs. Share knowledge, resources, and insights with SIG Co-chairs to enhance the quality and impact of their events

### **We want to hear from you if you ...**

- Have experience in event coordination or programme management, preferably as a former SIG Co-chair in PrimeTime
- Have strong organisational and coordination skills, with the ability to manage multiple SIGs and events simultaneously
- Have excellent interpersonal and communication skills, with the ability to effectively collaborate with SIG Co-chairs and team members
- Have knowledge of event planning and management best practices, including logistics, budgeting, and marketing, and promotion

- Have a detail-oriented mindset with a focus on delivering high-quality event experiences for attendees
- Are proficient in event management software and tools for registration, communication, and event evaluation (GlueUp)
- Have strong problem-solving and decision-making abilities, with the capacity to address challenges and find solutions in a proactive and timely manner
- Have a passion for fostering a vibrant community and creating meaningful experiences to PrimeTime members through SIG events

**For further details, kindly reach out to the Volunteer Director at: [volunteer@primetime.org.sg](mailto:volunteer@primetime.org.sg)**