

Special Interest Group (SIG) Co-Chair

Your Contribution to PrimeTime's Vision

As a PrimeTime SIG Co-Chair, you'll play a crucial role in shaping and leading a dynamic Special Interest Group (SIG) within our organization. You'll curate engaging events, foster a vibrant community, and collaborate with other Co-Chairs to ensure a cohesive and exciting program for all 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 Key Responsibilities:

- **Curate Engaging Events:** Develop and organize workshops, speaker sessions, and discussions focused on your SIG's core topic. Identify relevant themes, source inspiring speakers leveraging your network, and craft compelling content to keep members engaged.
- **Inspire and Build Community:** Foster a welcoming and inclusive environment where members feel comfortable learning, sharing their expertise, and building meaningful connections with like-minded women.

- **Member Engagement and Growth:** Actively recruit new members and develop strategies to increase participation and a sense of belonging within your SIG.
- **Collaboration and Leadership:** Work closely with the SIG Team Leader and other Co-Chairs to ensure a cohesive program across all SIGs. Share best practices, exchange ideas, and collaborate on cross-functional initiatives.
- **Event Planning and Execution:** Assist with planning logistics, budgeting, marketing, and promotion of your SIG events. Collaborate with the PrimeTime Events team to ensure seamless integration within the overall event calendar.
- **Event Evaluation and Improvement:** Collect feedback from attendees, assess event effectiveness, and identify areas for improvement. Implement feedback and recommend strategies to enhance future events.
- **Leverage Your Network:** Utilize your strong network in the area of your SIG to identify and invite engaging speakers and experts to share their knowledge and insights with members.

We're Looking for You If You:

- **Are a passionate expert** in the area covered by your SIG, eager to share your knowledge and ignite curiosity in others.
- **Thrive in a leadership role** and enjoy motivating and inspiring others.
- **Have excellent communication and interpersonal skills**, with the ability to connect with diverse audiences and foster a collaborative environment.
- **Are a strong organizer** with a knack for planning engaging events. You're resourceful, detail-oriented, and can manage multiple tasks effectively.
- **Are a team player** who enjoys collaborating with others and thrives in a supportive environment.
- **Have a strong network** in the area of your SIG, enabling you to identify and invite engaging speakers and experts to share their knowledge with members.

Ready to Make a Difference?

We're seeking enthusiastic and dedicated individuals to join our SIG Co-Chair team! Apply today and help us empower women through shared learning and connection within PrimeTime.

Learn More & Apply:

Visit our website: <https://primetime.org.sg/volunteer-opportunities/apply-here>

Together, let's build a thriving community!

For further details, kindly reach out to the Volunteer Director at: volunteer@primetime.org.sg