

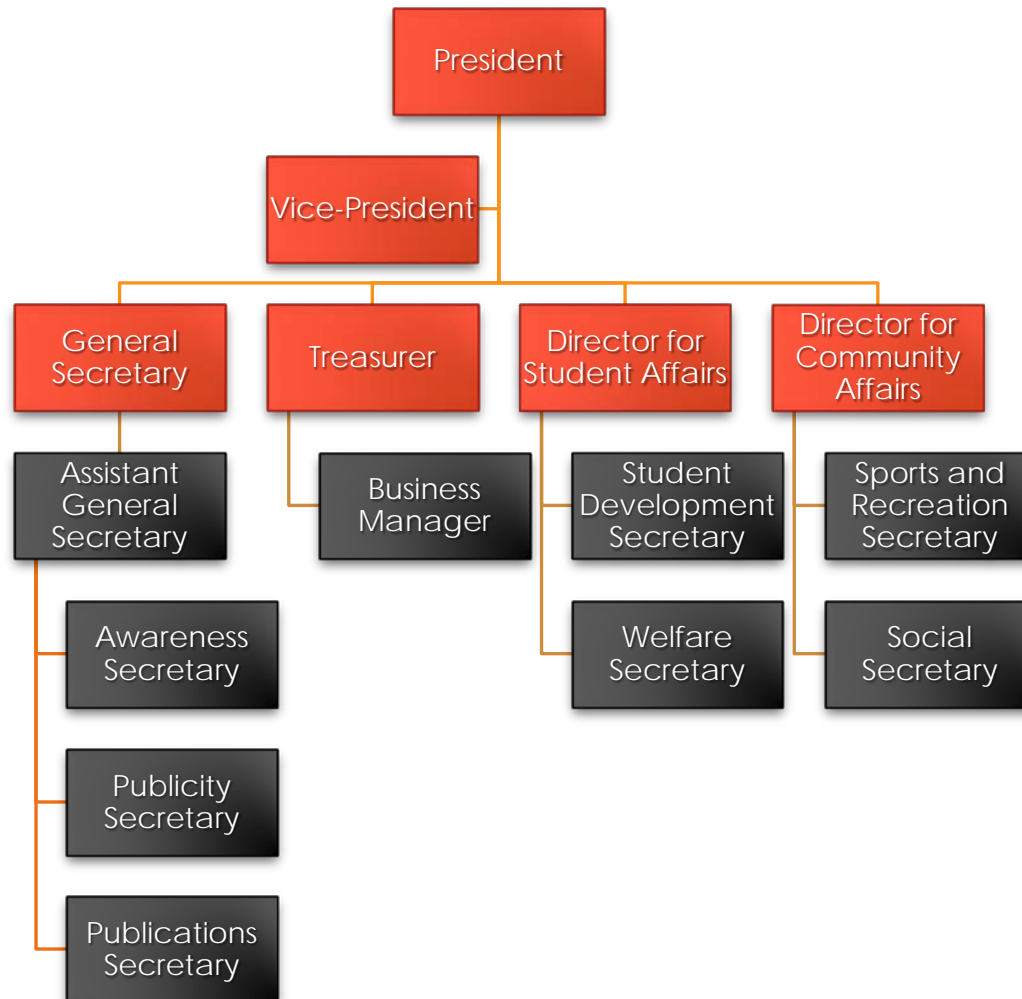
NATIONAL UNIVERSITY OF SINGAPORE



Graduate
Students' Society

30TH EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

ORGANIZATIONAL STRUCTURE



ROLES AND RESPONSIBILITIES – PRESIDENTIAL CELL



○ President

- Manage the overall operations of the society
- Liaise with important university administrators

○ Vice-President

- Assist the President in his/her duties and take over the President's duties when the President is absent.

ROLES AND RESPONSIBILITIES – TREASURY CELL

○ Treasurer

- Handle all financial-related matters including managing claims and reimbursements and maintaining proper book keeping.
- Prepare financial report at the end of the academic year.
- Supervise the Business Manager's duties

○ Business Manager

- Set up sponsorship platform for main and event sponsors
- Actively source for sponsorship opportunities
- Liase and maintain relationship with sponsors
- Set up bazaar twice a year.

ROLES AND RESPONSIBILITIES – SECRETARIAT CELL



○ General Secretary

- Set up online member information database and to update database regularly
- Send out mass emails to members.
- Set up e-survey registration forms and manage registration.
- Manage organizing committee recruitment and participation.
- Maintain inventory list.
- Manage allocation of Utown Residence rooms to exco members
- Supervise the duties of the Assistant General Secretary.
- Supervise the duties of the Publicity Secretary and Publications Secretary

ROLES AND RESPONSIBILITIES – SECRETARIAT CELL



○ Assistant General Secretary

- Manage general email account
- Manage internal communications – Keep everyone on track with event timelines
- Manage scheduling of bi-monthly general meetings and recording of meeting minutes
- Take over the roles and responsibilities of the General Secretary when he/she is absent

ROLES AND RESPONSIBILITIES – SECRETARIAT CELL



○ Awareness Secretary

- Responsible for student representation.
- Plan and conduct Graduate Leaders Dialogue twice a year.
- Prepare, conduct and analyze results for the Annual Graduate Students' Satisfaction Survey.
- Prepare slides on student feedback to present at various university dialogues.

ROLES AND RESPONSIBILITIES – SECRETARIAT CELL



○ Publicity Secretary

- Market society through website and social media platforms
- Update website and facebook page regularly
- Design and disseminate event posters
- Prepare mass emailers (poster + writeup)
- Photograph/Record videos of all GSS events
- Make annual GSS video

○ Publications Secretary

- Design and print all printed material including annual Survival Guide, committee t-shirts.
- Prepare bi-monthly newsletter.

ROLES AND RESPONSIBILITIES – STUDENT AFFAIRS CELL



○ Director for Student Affairs

- Supervise the duties of the Student Development Secretary and Welfare Secretary
- Submit event proposals to OSA for approval

○ Student Development Secretary

- Plan and organize career and academic-related activities including the Postgraduate Networking Fair (Oct 2015) and first university-wide Research Forum.

ROLES AND RESPONSIBILITIES – STUDENT AFFAIRS CELL



○ Welfare Secretary

- Organize Exam Welfare Goodie Bag giveaway twice a year
- Liaise with NUS Counselling and Psychological Services to organize stress-relief workshops
- Organize monthly team bonding sessions for organizing committee

ROLES AND RESPONSIBILITIES – COMMUNITY AFFAIRS CELL



○ Director of Community Affairs

- Supervise the duties of the Sports & Recreation Secretary and Social Secretary

○ Sports & Recreation Secretary

- Responsible for sports and recreation events
- Organize annual Sports Carnival
- Organize post-exam overseas trips twice a year

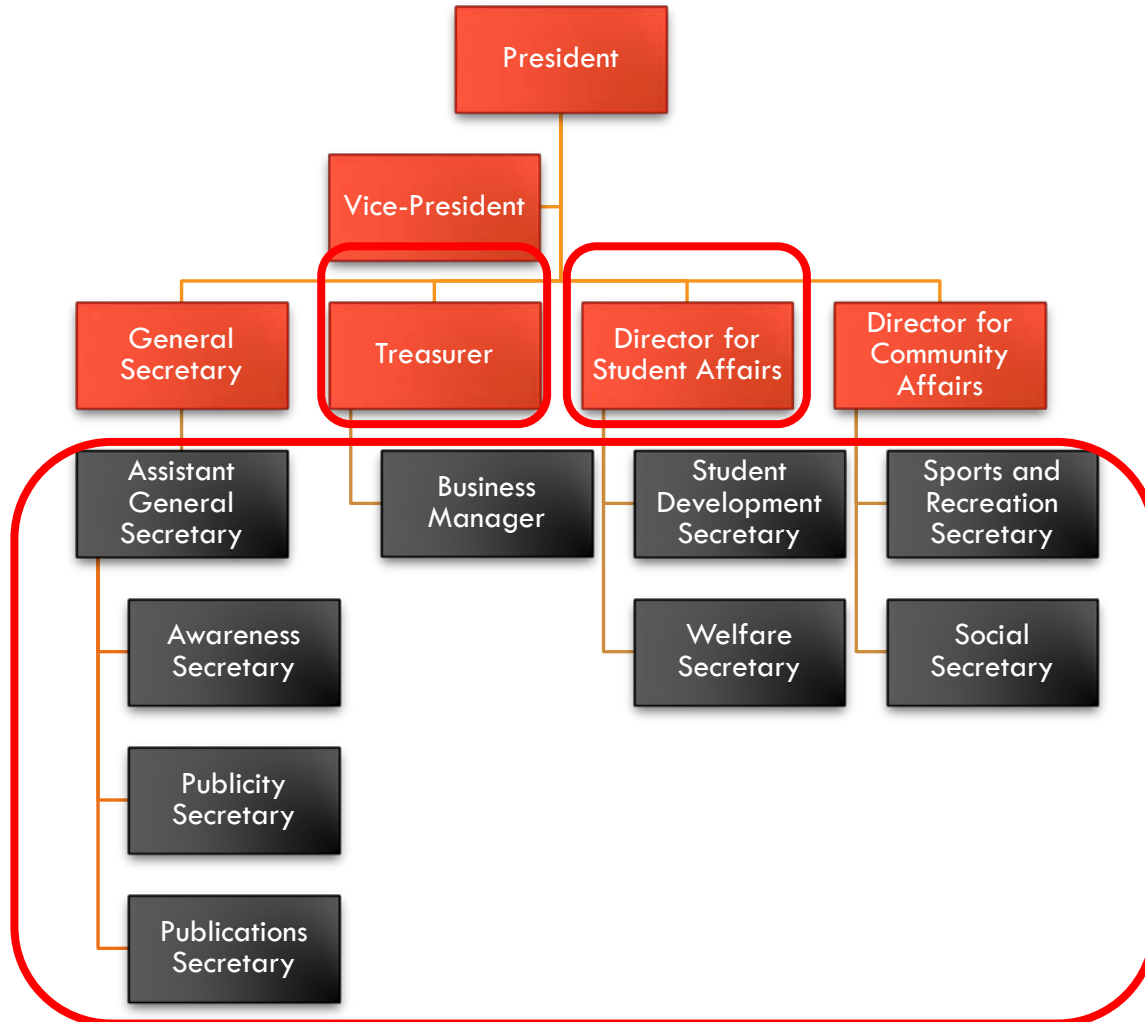
ROLES AND RESPONSIBILITIES – COMMUNITY AFFAIRS CELL



○ Social Secretary

- Plan and organize Freshmen Orientation Programme (Walking Tour + Formal Dinner)
- Plan and organize various social activities during festivals and special occasions

AVAILABLE POSITIONS



HOW TO BE ELECTED?

- **For Leading Core positions (Treasurer & Director for Student Affairs),**
- Inform Qilin of the role you are interested in by **Tues, 25 Aug 2015**
- Prepare a 10-minute election speech
- Leading Core bi-elections
 - 29 Aug 2015 (Saturday)
 - 11 AM (tbc)
 - GSS Activity Room (YIH Level 7)

HOW TO BE ELECTED?

- **For all other positions,**
- Inform Qilin of the role you are interested in (**you may run for a maximum of two positions of your choice and indicate your order of preference**) by 10 Sep 2015
- Prepare a 5-minute election speech (simple powerpoint slides are allowed).
- Annual General Meeting
 - 19 September 2015 (Saturday)
 - 12.30PM to 7PM
 - Ngee Ann Kongsi Auditorium (Utown)
 - Formal attire (blazers required)

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THANK YOU