

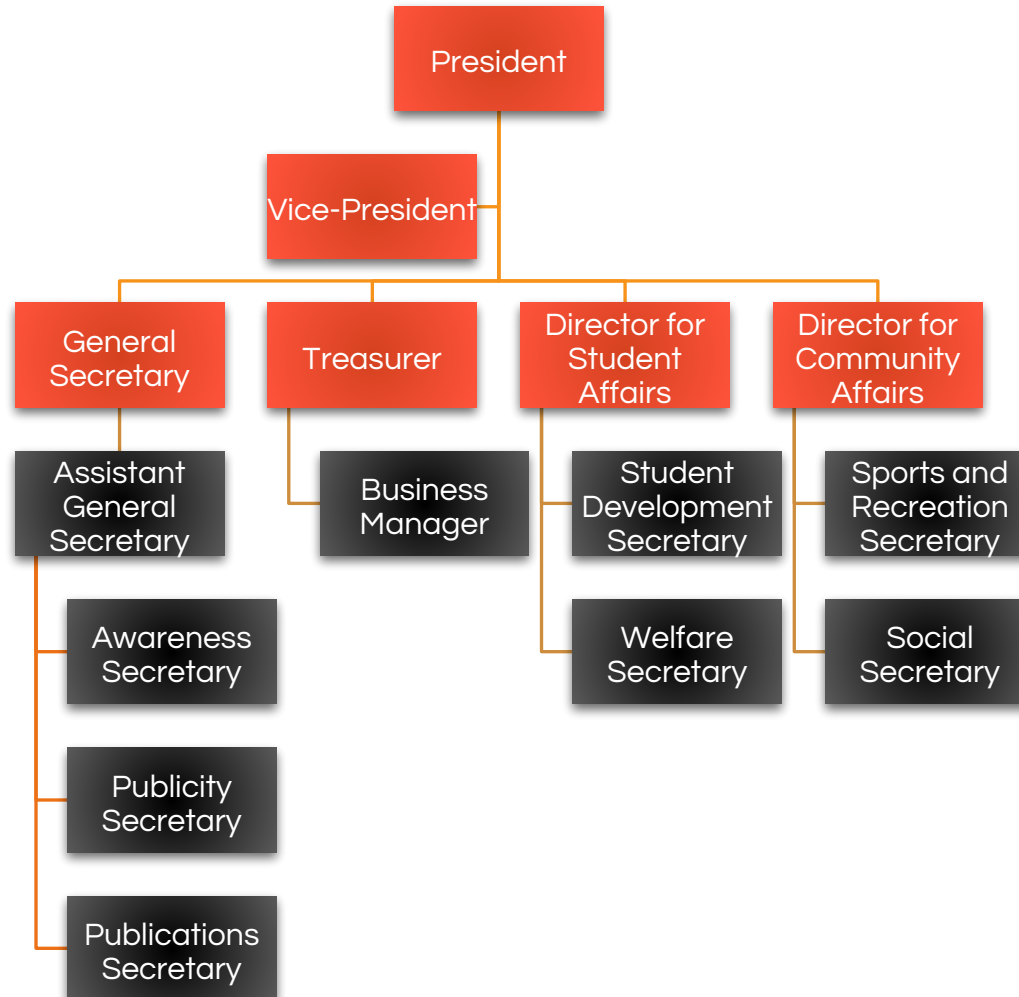
NATIONAL UNIVERSITY OF SINGAPORE



Graduate  
Students' Society

# 31<sup>TH</sup> 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

- Supervise the duties of all project directors in the society.
- 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.
- Actively source for sponsorship opportunities.
- Supervise the Business Manager's duties.

## ○ Business Manager

- Set up sponsorship platform for main and event sponsors.
- Actively source for sponsorship opportunities, liaise and maintain relationship with sponsors.
- Set up bazaar twice a year.
- Liaise with publicity secretary to improve GSS publicity.

# 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.
- Manage allocation of Utown Residence rooms to exco members
- Supervise the duties of the Assistant General Secretary, Awareness Secretary and 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.
  - Maintain GSS inventory list.
  - Assist with the function of secretariat cell.
  - 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, maintain communication with faculty student representatives.
- Plan and conduct Graduate Leaders Dialogue twice a year.
- Actively seek collaboration with other student organizations in NUS.
- 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)
- Liaise with Business Manager to improve GSS publicity

## ○ Publications Secretary

- Design and print all printed material including annual Survival Guide, committee t-shirts, GSS banners.
- 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
- Liaise with CFG and other university administrators to propose new career and academic related events

## ○ Student Development Secretary

- Plan and organize career and academic-related activities including the Postgraduate Networking Fair and presentation series competitions.

# 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
- Maintain the communication with organizing committee

# ROLES AND RESPONSIBILITIES – COMMUNITY AFFAIRS CELL

- **Director of Community Affairs**
  - Supervise the duties of the Sports & Recreation Secretary and Social Secretary
  - Submit event proposal to OSA for approval
  
- **Sports & Recreation Secretary**
  - Organize recreational activities like:
    - Post-exam overseas trips (twice a year)
    - Movie night (once a year)
    - Sports activity during Alumni Day (Tentative)
  - Organize annual Sports Carnival

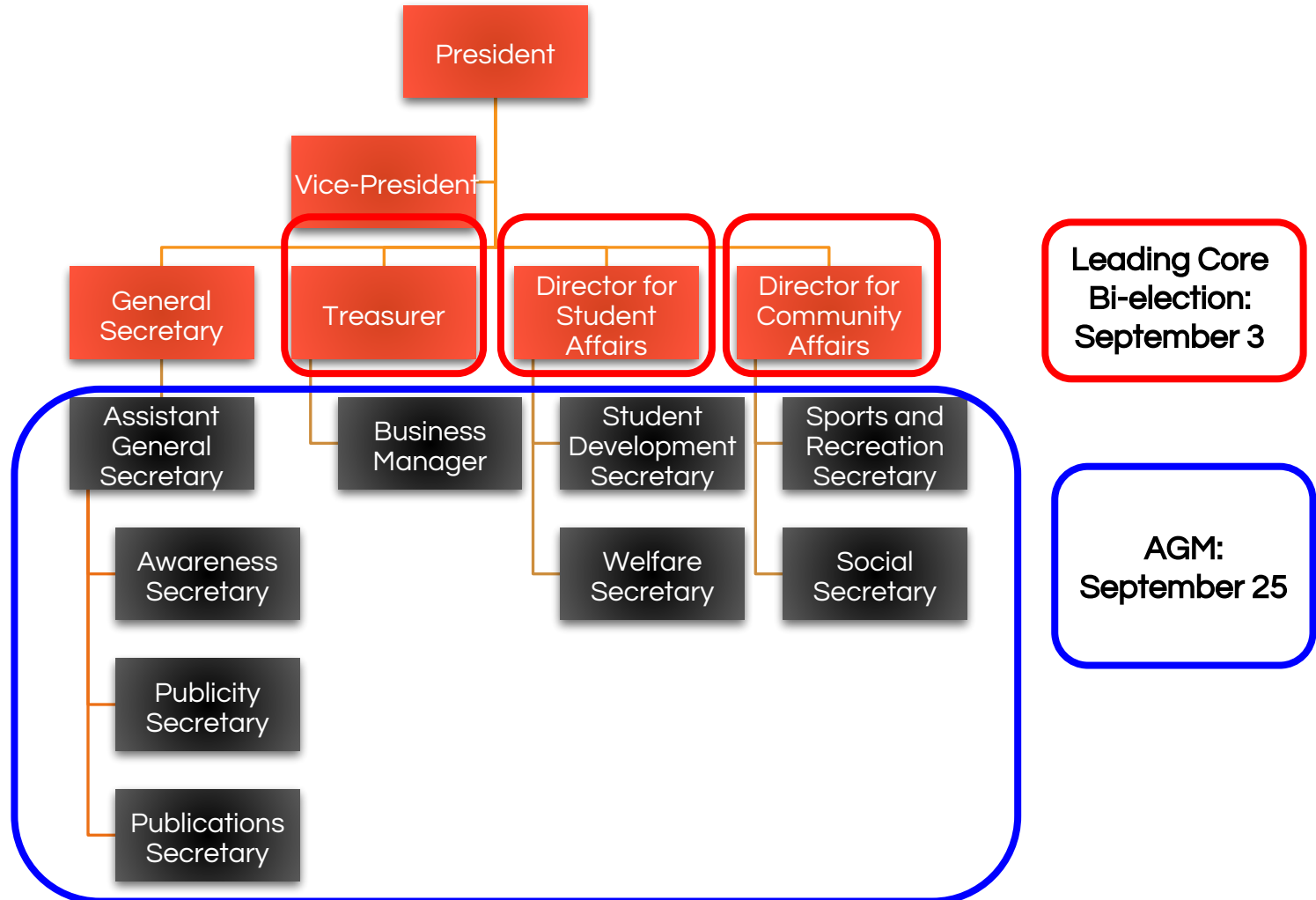


# ROLES AND RESPONSIBILITIES – COMMUNITY AFFAIRS CELL

## ○ 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



**Leading Core  
Bi-election:  
September 3**

**AGM:  
September 25**

# HOW TO BE ELECTED?

- **For Leading Core positions (Treasurer, Director for Student Affairs, Director for Community Affairs),**
- Inform Vanchinathan of the role you are interested in by **Wednesday, 31st August**
- Prepare a 10-minute election speech
- Leading Core bi-elections
  - 3 Sep 2016 (Saturday)
  - 10 AM (tbc)
  - GSS Activity Room (YIH Level 7)

# HOW TO BE ELECTED?

- **For all other positions,**
  - Inform Vanchinathan 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 **18 Sep 2015**
  - Prepare a 5-minute election speech (simple powerpoint slides are allowed).
  - Annual General Meeting
    - 25 September 2016 (Sunday)
    - 10AM
    - Ngee Ann Kongsi Auditorium (Utown)
    - Formal attire (blazers required)

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THANK YOU