



NUSGSS 41st Executive Committee (Sub-committee, round 3) Election Handbook



Contents

Introduction.....	3
Eligibility	3
What You will Gain from Joining GSS ExCo	4
Election Process Overview	4
Organizational Chart for 41 st Executive Committee of NUS GSS	5
Available Positions	6
Assistant Treasurer.....	7
Member Engagement Manager.....	8
Alumni Relations Manager	9
University Relations Manager	10
Partnerships & External Engagement Manager	11
Design and Creative Manager	12
Social Media Manager	13
Welfare & Events Manager	14
Community Outreach Manager	15
Community Insights Manager	16
Deputy Director (Social Events)	17
Social Events Manager	18
Student Affairs Advisor	19
Academic Events Manager	20
Frequently Asked Questions.....	21

Introduction

The NUS Graduate Students' Society (GSS) is inviting nominations for the following positions in the **41st Executive Committee (ExCo) Sub-committee**:

Sub-Committee	Position Title
Treasurer Cell	Assistant Treasurer
Internal Affairs Cell	Member Engagement Manager
External Affairs Cell	Alumni Relations Manager
	University Relations Manager
	Partnerships & External Engagement Manager
Secretary Cell (Communication Team)	Design and Creative Manager
	Social Media Manager
Community Affairs Cell	Welfare & Events Manager
	Community Outreach Manager
	Community Insights Manager
Student Affairs Cell (Social Events Team)	Deputy Director (Social Events)
	Social Events Manager
	Student Affairs Advisor
Student Affairs Cell (Academic Affairs Team)	Academic Events Manager

Each candidate may contest up to three positions and must submit their nomination via the [nomination form](#) by 14 August 2026, 11:59 PM

Eligibility

To contest in the elections, candidates must:

- Must be registered as members of NUS GSS on NUSync. Membership is free and can be obtained here: https://nusync.nus.edu.sg/GSS/club_signup.
- Must be a CURRENTLY ENROLLED master's or PhD students as of Sem 1, AY26/27
- Must be enrolled for the whole academic year (AY 26/27), and serve the whole academic year. Students graduating by Sem 1, AY 26/27 are not eligible.

Notes:

- Students graduating by the end of AY 26/27 are eligible, provided they remain in Singapore until the end of their term on 31 Aug 2027.
- Students graduating by Dec 2026 (Sem 1, AY 26/27) are NOT eligible.
- For this round of application, priority will be given to newly enrolled students (Year 1 student)



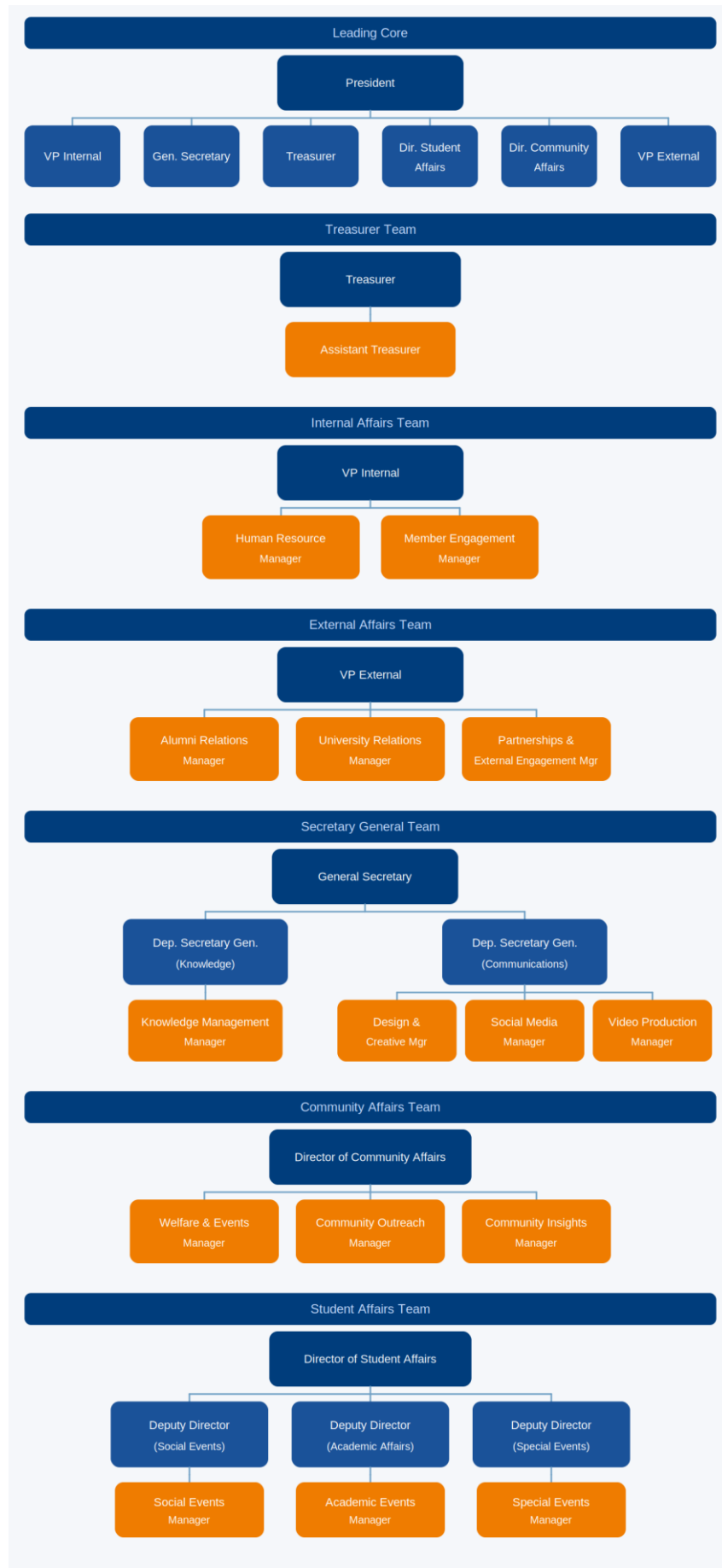
What You will Gain from Joining GSS ExCo

- GAP Hours claimable for PhD students (subject to scholarship terms and conditions).
- Received an official CCA record recognition.
- Exclusive trainings on leadership and soft skills development.
- Networking opportunities with university officials and fellow graduate students.
- Leadership experience through taking on a position of responsibility.
- A vibrant community with opportunities to build friendships and create lasting memories

Election Process Overview

- Fill in the [nomination form](#) and upload the required documents.
- An initial pre-screening will be conducted by the 41st ExCo to determine eligibility and suitability.
- Only those who pass the pre-screening will receive an invitation to attend the in-person interviews to be conducted on **a rolling basis**. Time and venue will be announced in the email. Online interviews will not be allowed unless a valid reason is given at last 1 day before the interview.
- Please consider your application as unsuccessful if you have not heard from us by 28 August 2026.
- During the interview, applicants will be asked about their background, experience, and plans for the role/s they applied for. Questions relevant and specific to the role will also be asked.
- Results will be released by **4 September 2026**.

Organizational Chart for 41st Executive Committee of NUS GSS





Available Positions



NUS GRADUATE STUDENTS' SOCIETY
Assistant Treasurer

Position Title Assistant Treasurer

Reporting To Treasurer

Sub-Committee Treasurer Cell

General Role

The Assistant Treasurer is the operational backbone of the Society's financial activities. While the Treasurer sets the financial direction and holds overall accountability, the Assistant Treasurer handles the execution, including tracking event expenditures, managing purchases, and running the on-the-ground work behind fundraising initiatives. This role requires someone who is detail-oriented, proactive, and disciplined enough to keep the Society's financial records clean and current at all times.

Key Responsibilities

- Tracks and reconciles event-level expenditures, ensuring all spending is documented, receipted, and reported accurately to the Treasurer after each event.
- Manages purchasing logistics for Society events and programmes, including obtaining quotes, processing payments, and maintaining a clear paper trail for all transactions.
- Executes fundraising activities on the ground, including coordination during the activity, collection and safekeeping of proceeds, and post-activity financial reconciliation.
- Liaises with sub-committee leads to collect financial documentation and chase outstanding receipts and expense claims in a timely manner.
- Maintains organised and up-to-date financial records, feeding accurate data to the Treasurer for budget monitoring and reporting purposes.
- Flags any budget discrepancies, overspending risks, or financial irregularities to the Treasurer promptly for review and decision.

Ideal Candidate

An organised, thorough, and reliable individual who are comfortable handling money matters, keeping meticulous records, and following up persistently to get receipts and documentation in order. Experience with basic bookkeeping, spreadsheets, or event budgeting would be a strong advantage.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY

Member Engagement Manager

Position Title Member Engagement Manager

Reporting To Vice President Internal

Sub-Committee Internal Affairs Cell

General Role

The Member Engagement Manager cultivates a thriving team culture by planning meaningful bonding experiences and learning opportunities for Society members. They act as the pulse of the committee — ensuring that members feel connected, valued, and continuously growing beyond just their roles. Working hand-in-hand with the VP Internal, they help shape the kind of environment people genuinely want to be part of.

Key Responsibilities

- Plans and executes regular team bonding activities that strengthen relationships and build a sense of community across all sub-committees.
- Champions and sustains a positive, inclusive committee culture in both formal settings and day-to-day interactions.
- Organises learning opportunities such as workshops, sharing sessions, and skill-building activities to support member development.
- Gathers feedback from members to assess team morale and surfaces areas for improvement to the VP Internal.
- Collaborates with the People & Performance Manager to align engagement initiatives with onboarding and recognition efforts.

Ideal Candidate

A warm, creative, and proactive individual who naturally brings people together and genuinely enjoys building community. Someone with event planning experience or a strong instinct for reading team dynamics will thrive in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



National University of Singapore Graduate Students' Society (NUS GSS)
41st Executive Committee Elections

NUS GRADUATE STUDENTS' SOCIETY
Alumni Relations Manager

Position Title Alumni Relations Manager

Reporting To Vice President External

Sub-Committee External Affairs Cell

General Role

The Alumni Relations Manager strengthens connections between the Society and its alumni network to foster mentorship, professional development, and long-term community engagement. They play a key role in sustaining alumni relationships and creating opportunities for meaningful interaction between current graduate students and the broader NUS alumni community.

Key Responsibilities

- Supports the planning and coordination of alumni engagement initiatives, including networking sessions, mentorship programmes, and panel discussions.
- Maintains active communication with alumni and assists in expanding the Society's alumni network through targeted outreach.
- Coordinates alumni participation in Society events, career initiatives, and student development programmes.
- Works with the External Relations Cell to strengthen long-term alumni partnerships and community ties.
- Maintains and updates alumni contact databases and engagement records to support continuity across terms.

Ideal Candidate

A personable and initiative-driven individual with strong communication and relationship-building skills. Someone who enjoys community engagement, networking, and professional outreach, and understands the value of maintaining long-term relationships, will excel in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



National University of Singapore Graduate Students' Society (NUS GSS)
41st Executive Committee Elections

NUS GRADUATE STUDENTS' SOCIETY
University Relations Manager

Position Title University Relations Manager

Reporting To Vice President External

Sub-Committee External Affairs Cell

General Role

The University Relations Manager supports the Society's engagement with university administrative offices, faculties, and graduate student organisations across NUS. They help strengthen institutional relationships and facilitate collaborative initiatives that advance the interests and visibility of the graduate student community.

Key Responsibilities

- Liaises with university administrative offices, faculties, colleges, and student organisations on behalf of the Society.
- Supports the coordination of collaborative initiatives, meetings, and inter-organisational activities.
- Facilitates clear and timely communication between the Society and relevant university stakeholders.
- Identifies opportunities for advocacy, student engagement, and institutional collaboration and surfaces them to the VP External.
- Maintains organised records of contacts, meetings, and ongoing institutional initiatives.

Ideal Candidate

A professional and dependable individual with strong interpersonal and organisational skills. Someone who communicates confidently, works well with diverse stakeholders, and has a genuine interest in university engagement and graduate student advocacy will thrive in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY

Partnerships & External Engagement Manager

Position Title Partnerships & External Engagement Manager

Reporting To Vice President External

Sub-Committee External Affairs Cell

General Role

The Partnerships & External Engagement Manager develops and supports collaborations with external organisations, industry partners, and community groups to expand the opportunities available to graduate students. They contribute to the Society's outreach efforts by building partnerships that support events, sponsorships, and professional development initiatives.

Key Responsibilities

- Leads outreach to external organisations, companies, and community partners for collaborations and sponsorship opportunities.
- Coordinates partnership discussions, follow-ups, and the execution of collaborative initiatives.
- Identifies opportunities for external engagement that benefit the graduate student community and presents these to the VP External.
- Works closely with other sub-committees to support externally partnered events and programmes.
- Maintains partnership records and supports long-term relationship management with external stakeholders.

Ideal Candidate

A proactive and resourceful individual with strong communication and networking abilities. Someone comfortable engaging with external stakeholders, developing partnerships, and supporting collaborative initiatives will excel in this role. Candidates with an interest in professional development, outreach, or industry engagement are especially encouraged to apply.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY Design and Creative Manager

Position Title	Design and Creative Manager
Reporting To	Deputy General Secretary (Communications) / General Secretary
Sub-Committee	Secretary Cell - Communications Team

General Role

The Design and Creative Manager brings the Society's ideas and initiatives to life through compelling and cohesive visual content. Working under the direction of the Deputy General Secretary (Communications), they play an important role in shaping the Society's visual identity by creating designs that engage audiences, strengthen branding, and support campaigns and events across both digital and physical platforms.

Key Responsibilities

- Designs publicity materials including posters, social media graphics, presentation decks, merchandise, and event collaterals.
- Ensures visual consistency and alignment with the Society's branding and communication style across all outputs.
- Collaborates closely with the Deputy General Secretary (Communications) and Socials and Media Manager on campaigns and promotional materials.
- Supports creative ideation and visual storytelling for both online and offline engagement activities.

Ideal Candidate

A creative and detail-oriented individual with a strong eye for aesthetics and visual storytelling. Someone proficient in design tools, open to collaboration, and excited to translate ideas into impactful visuals will flourish in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Social Media Manager

Position Title Social Media Manager

Reporting To Deputy General Secretary (Communications) / General Secretary

Sub-Committee Secretary Cell - Communications Team

General Role

The Social Media Manager manages the Society's online presence by creating engaging digital content and fostering interaction across social platforms. Working under the direction of the Deputy General Secretary (Communications), they help keep the community informed, connected, and engaged through timely updates, creative storytelling, and audience-focused communication strategies.

Key Responsibilities

- Manages and updates the Society's social media platforms and website with timely content, announcements, and news updates.
- Develops engaging digital content including captions, stories, event highlights, and community engagement initiatives.
- Monitors social media trends, audience engagement, and platform analytics to improve the effectiveness of the Society's outreach.
- Keeps the Society's website current and accurate in coordination with the Deputy General Secretary (Communications).

Ideal Candidate

A creative, adaptable, and digitally savvy individual who enjoys online engagement and storytelling. Someone who understands social media trends, communicates effectively, and can create content that resonates with audiences will thrive in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.

NUS GRADUATE STUDENTS' SOCIETY
Welfare & Events Manager

Position Title Welfare & Events Manager

Reporting To Director of Community Affairs

Sub-Committee Community Affairs Cell

General Role

The Welfare & Events Manager is responsible for the planning and execution of welfare and cultural initiatives that support the well-being and sense of belonging of the graduate student community. Working closely with the Director of Community Affairs, they ensure that students feel cared for and celebrated throughout the academic year — through both meaningful welfare touchpoints and inclusive cultural programming.

Key Responsibilities

- Leads the sourcing, preparation, and distribution of welfare packs at key points in the academic year, including midterm season, examination periods, and special events.
- Plans and organises regular mental and physical well-being sessions — both online and in-person — that provide students with practical support and awareness.
- Plans and executes cultural celebration events for major holidays including Deepavali, Hari Raya, Chinese New Year, and Christmas.
- Coordinates logistics and volunteers for welfare and cultural events, ensuring smooth execution from planning through to delivery.
- Works with the Community Outreach Manager to promote welfare and cultural initiatives effectively to the graduate student community.

Ideal Candidate

An individual with a genuine interest in student welfare and cultural inclusivity, and the organisational ability to bring meaningful events to life. Strong time management, attention to detail, and a warm, people-first approach are essential for this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY

Community Outreach Manager

Position Title Community Outreach Manager

Reporting To Director of Community Affairs

Sub-Committee Community Affairs Cell

General Role

The Community Outreach Manager is responsible for the Society's community-facing communications within the Community Affairs team. They create and manage content that promotes the team's initiatives, fosters ongoing engagement with the graduate student community, and amplifies the Society's welfare and cultural programming across digital and physical channels.

Key Responsibilities

- Prepares social media posts and promotional materials to raise awareness of events and initiatives organised by the Community Affairs team.
- Creates and manages a regular stream of content on mental and physical well-being tips, shared across online and offline platforms to support graduate students.
- Runs the Student Spotlight social media campaign, showcasing the diverse talents and stories of graduate students beyond their academic work.
- Assists the Welfare & Events Manager in coordinating welfare pack distribution outreach to relevant departments and student groups.
- Ensures consistent and timely community communications that reflect the Society's inclusive and supportive identity.

Ideal Candidate

An individual with strong design capabilities across digital and physical formats, and a flair for content creation and community storytelling. Confidence in engaging with departments and external groups, paired with good organisational skills and a proactive attitude, will set you apart in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY

Community Insights Manager

Position Title Community Insights Manager

Reporting To Director of Community Affairs

Sub-Committee Community Affairs Cell

General Role

The Community Insights Manager is responsible for understanding the graduate student community from the inside, including assessing student well-being, academic load, and lived experience at key points throughout the academic year. They turn that understanding into actionable insights that guide the Community Affairs team's decisions and strengthen the Society's advocacy on behalf of students.

Key Responsibilities

- Designs and conducts regular surveys, both online and in-person, to gather student feedback on well-being, academic pressures, and community needs.
- Collates and analyses survey results to surface patterns and insights, enabling the Community Affairs team to make informed decisions on future initiatives and potential collaborations with university bodies such as UCS.
- Serves as a primary point of contact for graduate students seeking to voice concerns and communicates these to the relevant teams and stakeholders.
- Ensures that all data collection, storage, and reporting are handled with care, maintaining confidentiality and compliance with PDPA guidelines.
- Prepares clear and concise insight reports for the Director of Community Affairs to support planning and advocacy efforts.

Ideal Candidate

An empathetic, analytical, and well-organised Individual who understands how to design surveys that yield meaningful, actionable results, and you are comfortable translating data into clear recommendations. An interest in student advocacy, community well-being, or social research would make you a strong fit for this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY

Deputy Director (Social Events)

Position Title	Deputy Director (Social Events)
Reporting To	Director of Student Affairs
Sub-Committee	Student Affairs Cell - Social Events Team

General Role

The Deputy Director (Social Events) leads the Social Committee, serving as the primary point of accountability for the Society's social programming calendar. While the Social Events Manager focuses on the hands-on planning and execution of individual events, the Deputy Director takes ownership of the committee's overall direction — setting priorities, coordinating the team's work, and ensuring that the Social Committee's output collectively meets the Society's objectives. They work closely with the Director of Student Affairs on strategy and serve as the committee's representative in cross-team planning.

Key Responsibilities

- Leads and directs the Social Events Manager, setting committee priorities, coordinating workloads, and holding the team accountable to its goals and timelines.
- Works closely with the Director of Student Affairs to develop the social events strategy and programming calendar for the term.
- Reviews and provides direction on event proposals and plans before implementation, ensuring quality and alignment with the Society's social objectives.
- Represents the Social Committee in cross-committee meetings, planning sessions, and coordination with other teams.
- Steps in actively to support event planning and execution where needed, particularly for larger or higher-visibility social programmes.
- Identifies opportunities to grow, improve, and innovate the Society's social programming throughout the term.

Ideal Candidate

An individual with experience leading a team or taking full ownership of a programme from end to end, and a genuine passion for social events and community building. You should be confident in directing others, communicating across teams, and ensuring your committee delivers consistently, even when things don't go to plan.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Social Events Manager

Position Title Social Events Manager

Reporting To Deputy Director (Social Events) / Director of Student Affairs

Sub-Committee Student Affairs Cell - Social Events Team

General Role

The Social Events Manager is the primary executor within the Social Committee, responsible for the on-the-ground planning and delivery of the Society's social programming. Working under the direction of the Deputy Director (Social Events), they focus on turning the committee's vision into well-run, engaging events — from the flagship Friendship Mixer to professional networking events and faculty-wide social gatherings. Beyond recurring events, they are expected to actively propose new social event formats that keep the Society's programming fresh throughout the year.

Key Responsibilities

- Conceptualises and proposes new social event ideas that expand and refresh the Society's programming calendar beyond its recurring events.
- Plans and executes social events including the flagship Friendship Mixer, professional networking mixers, and faculty-wide social gatherings.
- Manages end-to-end event logistics including venue sourcing, catering, activity planning, and event timelines.
- Coordinates with the communications team for event publicity, promotional materials, and post-event coverage.
- Works with the Assistant Treasurer on event budgets, purchasing, and financial tracking.
- Gathers post-event feedback to evaluate impact and informs the Deputy Director on future social programming decisions.

Ideal Candidate

An individual with prior experience planning or hosting events and a genuine passion for networking and social cohesion. You should be comfortable managing logistics from start to finish, thinking creatively about event formats, and building environments where people feel welcome and genuinely engaged.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



National University of Singapore Graduate Students' Society (NUS GSS)
41st Executive Committee Elections

NUS GRADUATE STUDENTS' SOCIETY
Student Affairs Advisor

Position Title Academic Events Manager

Reporting To Deputy Director (Academic Affairs) / Director of Student Affairs

Sub-Committee Student Affairs Cell - Social Events Team

General Role

Provide guidance and strategic advice on student affairs initiatives, events, and programmes to ensure they are well-planned, engaging, and aligned with the organisation's objectives.

Key Responsibilities

- Advise the Student Affairs team on the planning, organisation, and execution of events and programmes.
- Provide recommendations on event structure, logistics, participant engagement, and facilitation.
- Share insights and best practices based on previous event and programme experiences.
- Assist in reviewing and improving student affairs activities to enhance participant experience and overall effectiveness.

Ideal Candidate

An experienced individual with strong knowledge of event planning, management, and facilitation. The ideal candidate should have extensive experience organising and running events, be able to provide practical advice, and have strong communication and problem-solving skills.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY Academic Events Manager

Position Title	Academic Events Manager
Reporting To	Deputy Director (Academic Affairs) / Director of Student Affairs
Sub-Committee	Student Affairs Cell – Academic Affairs Team

General Role

The Academic Events Manager is the primary executor within the Academic Affairs Committee, responsible for the on-the-ground planning and delivery of the Society's academic programming. Working under the direction of the Deputy Director (Academic Affairs), they focus on turning the committee's vision into well-facilitated, meaningful events, from research seminars and skills workshops to career development sessions. They are also expected to actively propose new academic event formats that respond to the evolving needs of the graduate student community.

Key Responsibilities

- Conceptualises and proposes new academic event ideas that address the professional and scholarly development needs of graduate students.
- Plans and executes academic events including research seminars, skills-based workshops, and career development sessions.
- Identifies and reaches out to potential speakers, panellists, and facilitators for academic events.
- Manages end-to-end event logistics including venue, scheduling, materials, and coordination with relevant departments or university offices.
- Coordinates with the communications team for event publicity and post-event documentation.
- Works with the Assistant Treasurer on event budgets, purchasing, and financial tracking.

Ideal Candidate

An individual with prior experience planning or facilitating academic or professional events, and a genuine passion for learning and knowledge-sharing. Strong organisational skills and the ability to engage with a wide range of academic topics and external speakers are essential for this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.

Frequently Asked Questions

- **Are candidates permitted to attend other candidates' interviews?**

No. For the sub-committee interview, candidates are not permitted to attend the interview of other candidates.

- **If I apply for two positions, do I need to give two interviews?**

No, a single interview will suffice.

- **Can candidates leave after their interview?**

Candidates may leave after completing their interview. The interview results will be announced via email.

- **What is the expected time commitment?**

A minimum of 4 hours per week, which may increase to around 8 hours per week during event periods.

For any questions, please contact:

- Riann Martin Sarza (President) - riann.sarza@u.nus.edu
- NUS GSS Admin - nusgss@u.nus.edu

This Election Handbook is accurate and up to date as of 27 July 2026.