



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

NUSGSS

41st Executive Committee Election

Election Handbook



INTRODUCTION

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

1. President
2. Vice-President Internal
3. Vice-President External
4. General Secretary
5. Treasurer
6. Director of Student Affairs
7. Director of Community Affairs

Eligibility

To contest in the elections, candidates must:

1. 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.
2. Be master's or PhD students for the duration of their term if elected (Aug 2026 – Aug 2027).

Notes:

- a. *Students graduating by the end of AY 2026-2027 are eligible, provided they remain in Singapore until the end of their term on 31 Aug 2027.*
- b. *Students graduating by Dec 2026 (Sem 1, AY 2026-2027) are NOT eligible.*
- c. *Students graduating by the end of AY 2025-2026 and are planning to take on a new degree by AY 2026-2027 are NOT eligible for this round.*

What You will Gain from Joining GSS ExCo

- **GAP Hours** claimable for PhD students (subject to scholarship terms and conditions).
- **Priority consideration for hostel during their term**, provided KPIs for the position are fulfilled.
- **Official recognition** through an OSA record of participation and inclusion in your CCA Transcript.
- **Networking opportunities** with university officials, peers, 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

1. Each candidate may contest up to **two positions**.
2. Submit your nomination via the [online form](#) by **30 Apr 2026, 11:59 PM**
3. Candidates will be notified of their individual presentation schedules in advance via NUS GSS email. Please ensure that you check your email inbox regularly and arrive on time according to your assigned slot.

Election Day

- Date & Time: **3 May 2026 (Sunday)**
- Venue: YIH (Room TBC)
- Format:
 - Presentation:
 - 10 min for President role
 - 5 min for each other role applied for
 - Q&A: 5 – 10 min
 - Candidates are required to bring their own laptop for the slide presentation. No technical support will be provided on the day. Candidates are responsible for ensuring their equipment is functioning to their slot.

Note: Elections will be conducted in person. Candidates who are unable to attend in person must notify the Election Committee at least 2 days in advance of Election Day; requests to present remotely will not be accommodated without prior notice.

ROLES & RESPONSIBILITIES

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 organized by NUS GSS.

President

The President is the principal leader of the Society, responsible for setting its strategic direction and ensuring that vision is carried through at every level. Working in close consultation with the graduate student community, you define the Society's priorities and represent them to NUS senior management. This role requires strong oversight of the Executive Committee, chairing all formal meetings, and exercising a casting vote to keep decisions moving.

- Shapes the Society's vision, mission, and annual priorities through ongoing consultation with the student body
- Chairs all General Meetings and Executive Committee sessions, ensuring decisions are made in the interest of the membership
- Serves as the primary representative to NUS senior management, advocating for the needs and interests of the graduate student community
- Directly supervises the Leading Core and oversees the appointment and dismissal of sub-committee members, subject to the approval of the Leading Core
- Ensures all Society activities and programmes remain aligned with its overarching mission and objectives
- Manages high-level relationships and collaborations with Graduate Student Societies across Singapore
- Serves as the official point of contact for the Singapore Graduate Student Society (SGSS) nationwide initiative

Vice-President Internal

The VP Internal functions as the Society's Chief Operating Officer, responsible for the internal health and performance of the organization. As the President's primary deputy, you must be prepared to assume full leadership responsibilities at any point without disruption. Your focus spans people, processes, and institutional memory — ensuring the Executive Committee operates effectively and that the Society's knowledge and data are properly managed and protected.

- Handles day-to-day administration and manages the Society's physical operations
- Develops and tracks performance metrics across all departments to keep the ExCo on course
- Manages all handover materials, internal databases, and organizational history to maintain continuity between terms
- Oversees team well-being and ensures roles and responsibilities are clearly understood
- Builds morale and collaboration within the Executive Committee and sub-committees
- Leads PDPA compliance and ensures student data is handled securely and lawfully



Vice-President External

The VP External is responsible for positioning GSS as an active and valued stakeholder within the broader NUS ecosystem. This role centers on building and sustaining meaningful relationships with university offices, peer organizations, and the alumni community — creating opportunities that extend well beyond what the Society can offer on its own.

- Acts as the primary bridge between GSS and university administrative offices (including the Office of Student Affairs) to advocate for graduate student interests
- Liaises with school, college, and faculty administrators to coordinate initiatives and ensure alignment with academic unit priorities
- Oversees partnerships with other CCAs and external bodies for joint initiatives and inter-club projects
- Manages and grows the Alumni Mentorship Programme and maintains ties with the broader NUS Alumni network
- Represents the Society officially in external engagements and collaborative meetings

General Secretary

The General Secretary serves as the administrative and communications lead of the Society, responsible for both its organizational records and its public presence. This role requires equal parts precision and creativity — maintaining accurate documentation and institutional records while shaping how the Society communicates with and engages its membership.

- Maintains all non-financial records, including meeting minutes
- Leads strategy and content across all social media and publicity channels
- Serves as master administrator for NUSync, overseeing membership data, event registration, and official CCA records
- Oversees the custodianship of the Society's Constitution, ensuring it remains accessible to all members and that any amendments are properly documented, communicated, and filed in accordance with the required procedures
- Manages and keeps the "NUS Grad Student Life 101" resources and other key information materials up to date

Treasurer

The Treasurer holds fiduciary responsibility for the Society's finances, with a mandate that goes beyond record-keeping. You are expected to actively pursue financial sustainability through revenue-generating initiatives, while maintaining rigorous oversight of budgets, expenditure, and reporting obligations across the organization.

- Manages daily financial affairs and monitors sub-committee budgets
- Prepares the annual financial report for the AGM and liaises with Honorary Auditors for the yearly audit
- Identifies and executes fundraising opportunities and income-generating projects
- Coordinates marketing activities tied to the Society's financial sustainability



Director of Student Affairs

The Director of Student Affairs is responsible for the design and delivery of the Society's events calendar, spanning academic, professional, and social programming. This role demands strong project management and an understanding of what genuinely engages the graduate student community — creating experiences that are both well-organized and worth attending.

- Leads a variety of large-scale social events, including the flagship Friendship mixer and faculty-wide gatherings
- Plans and runs academic workshops, research seminars, and peer-support programmes
- Organizes professional networking events and skills-based mixers to help students prepare for life after graduation
- Serves as the lead organizer for the Society's annual Formal Dinner

Director of Community Affairs

The Director of Community Affairs focuses on the welfare and cultural life of the graduate student community. Where Student Affairs is event-driven, this role is centered on people — building an environment where students feel supported, connected, and included, regardless of their background or circumstances.

- Manages mental health and well-being programmes, and coordinates support for students navigating everyday challenges
- Acts as the main channel for student feedback, surfacing concerns and advocating for them with the university
- Leads the sourcing, logistics, and distribution of community welfare packs
- Oversees non-event initiatives that build daily connection and inclusivity within the community
- Organizes activities that celebrate the cultural diversity of the graduate student community



FREQUENTLY ASKED QUESTIONS (FAQs)

1. Are candidates permitted to attend other candidates' presentations?

No. For the Leading Core election, candidates are not permitted to attend the presentations of other candidates. Only members of the 40th Executive Committee and the presenting candidate will be present in the election room.

2. If I apply for two positions, do I need to give two presentations?

It depends on the roles you are applying for. Candidates applying for the President role in combination with any other role will need to give two separate presentations. However, if you are applying for any two roles other than President, a single presentation is suffice.

3. Can candidates leave after their presentation?

For the Presidential position, president-elect is required to remain for the full session, including the afternoon election. For all other positions, candidates may leave after completing their presentation. The election results will be announced within one week via email.

4. What is the expected time commitment?

A minimum of 4 hours per week, which may increase to around 10 hours per week during event periods.

For any questions, please contact:

- Badma Dylykov (badmadylykov@u.nus.edu), Election Chair
- NUS GSS Admin (nusgss@u.nus.edu)

This Election Handbook is accurate and up to date as of 9 April 2026.