



Founded 1969

NUS PHOTOGRAPHIC SOCIETY

Kent Ridge Post Office, PO BOX 1121 Singapore 911105

Website: <http://www.nusps.org.sg>

Elections 2011

The Photographic Society of NUS (NUSPS)

43rd Management Committee

Positions available

President

- i. Must be a Singaporean or Singapore Permanent Resident, at least 21 years of age
- ii. Act as the chairman at all General and Committee meetings
- iii. Represents the Society in its dealings with outside personnel
- iv. Responsible for external relations with outside organisations or persons
- v. Call meetings of the Managing Committee
- vi. Make provisional decision in matters of urgency and shall be answerable to the committee for such decision

Vice President

- i. Assist the President in the execution of his duties
- ii. In the absence of the President, the Vice-President shall perform the duties of the President and have the privileges of the President
- iii. Responsible for internal matters and relations (within NUS and NUSPS)
- iv. Responsible for the participation of the Society in Students' Union activities as the Managing committee deems fit

Honorary General Secretary

- i. Keep all records (except financial records of the Society) and be responsible for their correctness
- ii. Record and keep minutes of all General and Committee meetings
- iii. Responsible for convening all meetings of the Society
- iv. Make the changes of office-bearers with Registry of Society (ROS)
- v. Responsible for the archival of materials (such as documents, photographs of events etc) and maintain the archives
- vi. Prepare and submit on behalf of the Management Committee of the Annual Report at the AGM

Honorary Assistant Secretary

- i. Assist the Honorary Secretary
- ii. Assume the duties of the Honorary Secretary in the latter's absence.



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- iii. Handles all membership matters, such as correspondence with members and membership signups
- iv. Keep a register of members

Honorary Treasurer

- i. Must be a Singaporean or Singapore Permanent Resident, at least 21 years of age
- ii. Collect, keep and disburse all finances
- iii. Account for all monetary transactions and their correctness
- iv. Prepare and present Annual Treasury report
- v. Receive all applications for grants from sub-committees
- vi. Have all cheques counter-signed by the President
- vii. Submit Treasury report to IRAS in February to April
- viii. Submit past Treasury report to ROS for Annual Returns
- ix. Check all mailboxes

Note

- *Financial accounting background is preferred*
- *Good book-keeping skills*

Montage Director

- i. Overall person in charge of the planning and execution of Montage
- ii. In charge of the formation and organization of the Montage Project Committee
- iii. Prepare a detailed Project Plan
- iv. Work with the Montage Project Committee to ensure the timely and smooth execution of the Project Plan
- v. Prepare the Project Evaluation Report
- vi. In charge of archiving materials related to Montage

Marketing Director

- i. Establish relationship between sponsors and the society for major events
- ii. Search and maintain sponsorship benefits for members
- iii. Assists the President in liaison with external organisations
- iv. Assists the society in Marketing any events or activities
- v. Work with the Marketing Committee in execution of the above duties

Course & Activities Coordinator

- i. Plan frequent outings for NUSPS members
- ii. Liaison with the members of NUSPS
- iii. Planning of Basic and Advanced courses and seminars
- iv. In charge of liaising with external parties with regards to courses/talks (such as equipment loan, finding speakers etc)



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- v. Work with the Activities & Course Committee in execution of the above duties

Creative Director

- i. Conceptualising and designing creative materials for all society activities (such as posters, T-shirts, name cards etc)
- ii. Assist the IT Director in graphical aspects of the website

Note

- *Proficient in Photoshop*
- *Creative and good in design-work*
- *Candidates are advised to bring along their sample works or portfolio during the interview*

Publicity Director

- i. Liaises closely with Creative Director
- ii. Responsible for printing of posters, name card, T-shirts etc.
- iii. Responsible for posting publicity materials such as banners and posters in various locations and dissemination of publicity materials
- iv. In charge of publicizing NUSPS events
- v. In charge of social media and maintaining NUSPS accounts (such as Twitter, Facebook etc)

Note

- *Basic Photoshop knowledge*
- *Familiar with Facebook and Twitter*

Darkroom Director

- i. Ensure proper usage of Darkroom equipments
- ii. Organise courses with regards to Traditional and Digital Darkroom/Imaging
- iii. Ensure the availability of Darkroom to members for booking as much as possible
- iv. Maintain the cleanliness and readiness of the Darkroom
- v. In charge of equipment inventory & loan
- vi. In charge of maintaining equipment
- vii. Colour calibration and management of printers
- viii. In charge of loans of books etc to NUSPS members



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Logistics Director

- i. Responsible for all items belonging to the club and keeping an inventory of the items
- ii. Renting out and keeping record of equipment to other clubs
- iii. Managing manpower and logistics
- iv. Booking of the designated venue
- v. Liaising with OSA officials in getting proper approvals for large scale events such as the Annual Bazaar.
- vi. In charge of duty rosters for events

IT Director

- i. Designing of layout and updating the Society's websites (<http://nusps.org.sg> and <http://montage.sg>)
- ii. Maintain the NUSPS Flickr group (<http://flickr.com/groups/nusps>)
- iii. Publicity of major events through the website
- iv. In charge of the in house NUSPS Judging Software
- v. Assist in matters related to IT during events

Note

- *Have programming background*
- *Willing to learn. Interest in dealing with technical aspects.*
- *Proficient in PHP*
- *Knowledge of Drupal CMS is a plus*

Requirements & Expectations for all candidates

- An undergraduate in National University of Singapore (NUS).
- An ordinary / life member of NUSPS
- Attendance and participation in all official management committee meetings, NUSPS outings and courses.
- Present in Singapore until the end of Montage 2012 (mid June 2012)
- Due to the heavy commitment, management committee members are strongly discouraged from being in the management committee/executive committee of another CCA.



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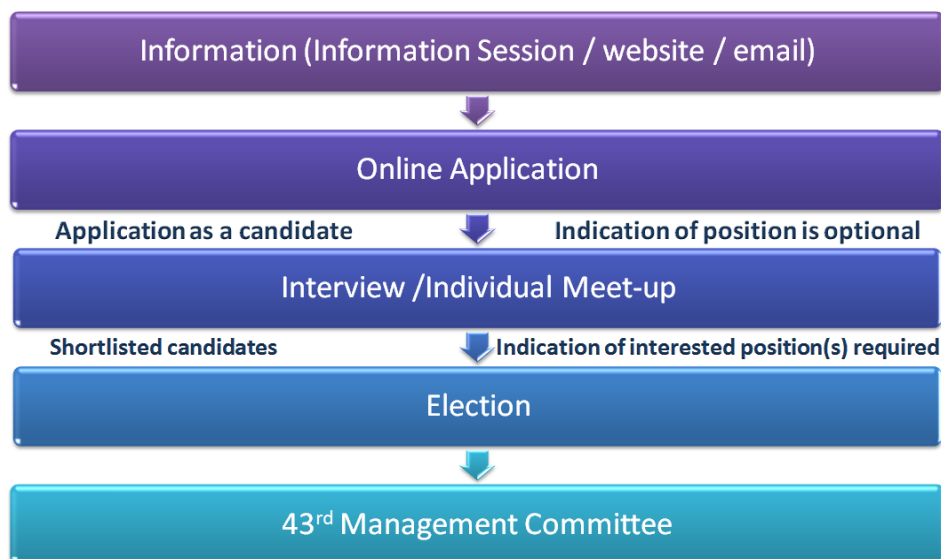
Website: <http://www.nusps.org.sg>

Important Dates

3 August 2011, Wednesday	Dateline for 1 st round of application <i>Note: Open to current NUSPS members (Year 2 onwards)</i>
12 August 2011, Friday	Information session for interested applicants <i>Note: Attendance is not compulsory</i>
15 August 2011, Monday	Dateline for 2 nd round of application <i>Note: Open to all NUSPS members (Year 1 onwards)</i>
8 August 2011 – 17 August 2011	Interview /meet-up for applicants
22 August 2011, Monday	Annual General Meeting <i>Note: Election of 43rd Management Committee</i>
27 August 2011 – 28 August 2011, Saturday & Sunday	Handover <i>Note: All 43rd Management Committee members are expected to be present for both days (full day)</i>

Process

In a glance





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Details

1. **Information** - More information can be obtained through the following medium:
 - a. Information session : 12 August 2011, Friday
 - b. Website : www.nusps.org.sg
 - c. Email query: president@nusps.org.sg (Hanny) or vicepresident@nusps.org.sg (Xing Quan)
2. **Online Application**
 - a. Fill in the application form at www.nusps.org.sg
3. **Interview / Meet-up**
 - a. Informal session to find out more about each applicant and for applicants to gather more information about NUSPS and the posts available.
 - b. Applicants will be contacted to arrange for a meet-up session.
 - c. Applicants who are applying for the position of creative director are highly encouraged to bring along their portfolio/ sample works.
4. **Post-Interview**
 - a. Shortlisted applicants will be informed of the outcome.
 - b. Shortlisted applicants are required to indicate the positions they are interested in. Shortlisted applicants will then be informed of the position(s) they have successfully been shortlisted for.
5. **Election**
 - a. Election will be conducted during the Annual General Meeting. All NUSPS members are invited to attend.
 - b. Questions from the floor will be posed to the candidates.
 - c. Anonymous voting will be conducted for each position to elect 43rd Management Committee members.

FAQ

1. **I am currently in Year 1 and have just entered NUS. Will I be eligible to run?**

Yes, we welcome any passionate members who hold NUSPS ordinary or life membership, regardless of which year they are currently in.
2. **I will be going for an exchange program in semester 2. Will I be able to run?**

As NUSPS activities occur throughout the year, management committee members are required to be present in Singapore throughout their term of



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office (during school term and during Summer holidays until the end of Montage).

3. I am a beginner in photography and have little prior knowledge. Will it put me at a disadvantage?

No, we are looking for passionate people who have the passion and attributes to carry out their respective roles.

4. I am interested in running for some posts. However, I am still unsure about what each post entails. How can I find out more information?

A briefing (optional) will be conducted to all interested members on 12 August. It will be followed with a Q&A session.

The interview/informal meet-up will be another good avenue for all interested applicants to find out more about the posts and what to expect. We will do our best to answer your questions and provide you with information during the meet-up to help you decide on whether the post(s) is the right-fit for you.

5. What is Montage?

Montage is an annual NUSPS flagship event. For more information, please refer to www.montage.sg

6. I am a current NUSPS member (Year 2 onwards) and am interested in applying for a position. What is the difference between the 1st round of application and 2nd round of application?

There is no difference in round 1 and round 2. However, freshmen (Year 1) may only apply in round 2.

We strongly recommend all current members to apply in round 1 to allow applicants more time to think through of the positions they are interested in and find out more about each post as well as to obtain their preferred interview/meet-up timeslot.

Those who are applying in round 1 will not be placed at a disadvantage even though they have not attended the briefing as more time will be allocated during the meet-up for a more personal level of information sharing.

7. Who are eligible to vote during the Election (Annual General Meeting)?

All ordinary and life NUSPS members are eligible to vote during the election. However, candidates are not allowed to vote for the positions in which they are running for.

8. Who should I contact should I have any queries?

Please drop us an email at president@nusps.org.sg (Hanny) or vicepresident@nusps.org.sg (Xing Quan) should you have any queries at any point in time.