



Founded 1969

NUS PHOTOGRAPHIC SOCIETY

Kent Ridge Post Office, PO BOX 1121 Singapore 911105

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

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

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

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)

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