



# NUS ASTRONOMICAL SOCIETY

## 24<sup>th</sup> Executive Committee Structure

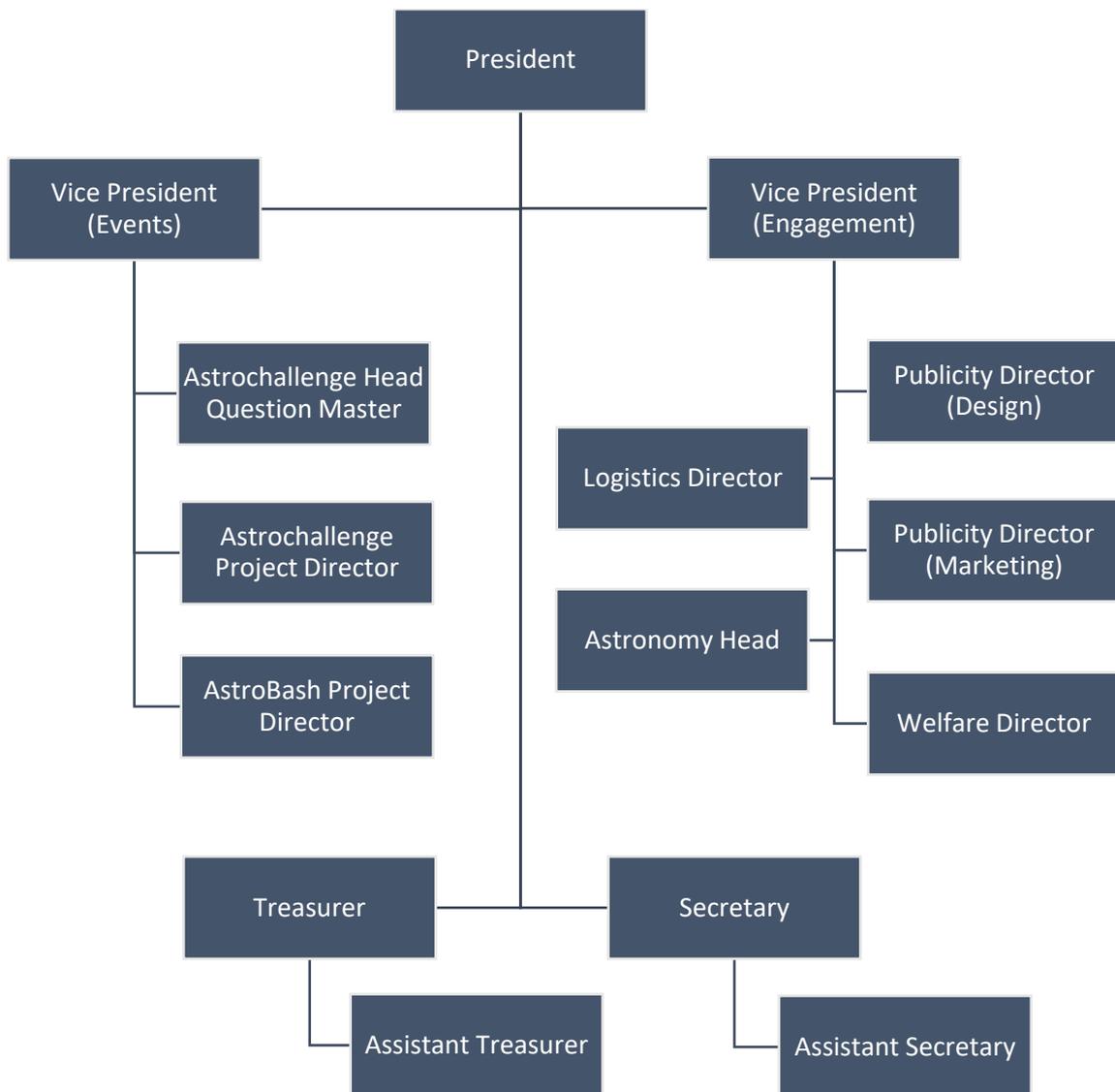
# Contents

<b>Cover Page</b>	
<b>Table of Contents</b> .....	<b>1</b>
<b>Overview of Structure</b> .....	<b>2</b>
<b>Jobs Scopes</b> .....	<b>3</b>
President.....	3
Vice President (Events).....	4
Vice President (Engagement) .....	5
Secretary & Assistant Secretary .....	6
Treasurer & Assistant Treasurer.....	7
Astrochallenge Project Director .....	8
Astrochallenge Head Question Master .....	9
AstroBash Project Director .....	10
Logistics Director .....	11
Astronomy Head.....	12
Publicity Director (Design).....	13
Publicity Director (Marketing) .....	14
Welfare Director .....	15

# Overview of Structure

The NUS Astronomical Society Executive Committee is structured in a way that establishes clear lines of communication while maintaining high levels of efficiency. The committee is sub-divided into three categories, each with their own area of focus.

Events	Engagement	Admin
<ul style="list-style-type: none"><li>Plans and executes the Society's two signature events, Astrochallenge and AstroBash, alongside other external events</li></ul>	<ul style="list-style-type: none"><li>Oversee any and all matters pertaining to member engagement</li></ul>	<ul style="list-style-type: none"><li>Ensures the day-to-day operation of the society by handling all administrative matters</li></ul>



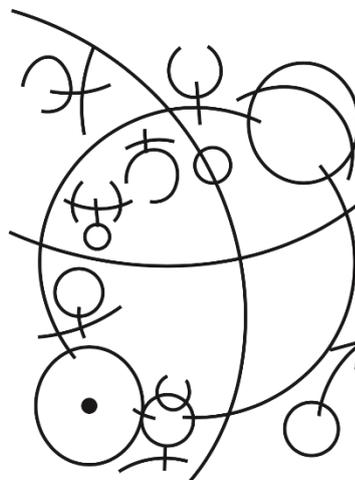
# Job Scopes

## President

### Overview of Role

The President spearheads the goals and direction of the Society. They coordinate the members of the Executive Committee to function as a well-organised team.

As the primary representative of the Society, the President must be diplomatic and have initiative when leading the Executive Committee.



### List of Duties

- ◆ Sets the direction and goals for the Society
- ◆ Leads meetings and gathers the opinion of the Executive Committee to make decisions
- ◆ Liaise with various parties on matters related to the functioning of the Society
- ◆ Other miscellaneous roles as and when necessary

### More Information

For more information, please contact the following person(s):

<p><b>Tham Kai Wen</b> President NUS Astronomical Society Telegram Handle: @Space_Cat_Kw</p>
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### Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of President?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for President. Additionally, the member running for the post has to be enrolled in NUS for at least 1 academic year.

**Q:** Does the President has absolute autonomy over decisions concerning the Society?

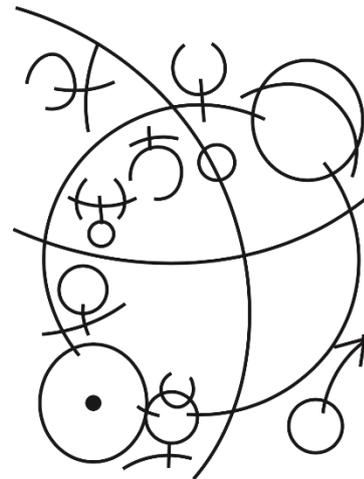
**A:** Under normal circumstances, the opinion of every member in the Committee is equally weighted and the President has to take them into account. While the President can make provisional decisions in matters of urgency, they shall be answerable to the Executive Committee for such decisions. Furthermore, certain decisions and actions may have to be approved by the Staff Advisor or relevant authorities.

# Vice President (Events)

## Overview of Role

The Vice President (Events) is in-charge of planning and executing the Society's signature events with the help of the respective organising committees.

As the Vice President (Events) must communicate with a majority of the Executive Committee to ensure events are successfully executed, they are expected to establish and maintain good working relations.



## List of Duties

- ◆ Assist in planning and executing Astrochallenge and AstroBash
- ◆ Liaise with relevant parties to ensure the Society's events are smoothly executed
- ◆ Other miscellaneous roles as and when necessary

## More Information

For more information, please contact the following person(s):

**Teo Ziyi Ivy**  
Vice President (Events)  
NUS Astronomical Society  
Telegram Handle: @hey\_mochi

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Vice President (Events)?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Vice President (Events). Additionally, the member running for the post has to be enrolled in NUS for at least 1 academic year. Prospective candidates for the post who do not fulfil this requirement may seek to waive this requirement during the Annual General Meeting, subject to the approval of two-thirds (2/3) of all eligible voting members present. This vote is held prior and separately from the actual election for Vice President.

**Q:** Since the Vice President (Events) is in-charge of Astrochallenge and AstroBash, will there be a lot of planning involved?

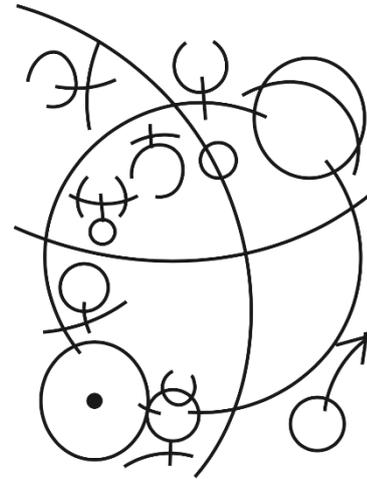
**A:** Although the Vice President (Events) must oversee the events, they have a committee under them to handle specific areas. As such, the work is distributed between a team and the workload will be manageable.

# Vice President (Engagement)

## Overview of Role

The Vice President (Engagement) oversees all external affairs, as well as official CCA sessions held by the Society. They work closely with the Society's stakeholders and maintain the ties we have with them.

As the overseer of the Society's connections, the Vice President (Engagement) has to have a good understanding of the dynamic of our relationship with various stakeholders.



## List of Duties

- ◆ Liaise with the Executive committee to plan and execute events and sessions
- ◆ Establish and maintain good ties with other astronomy clubs and stakeholders
- ◆ Communicate with external parties on possible collaboration efforts
- ◆ Other miscellaneous roles as and when necessary

## More Information

For more information, please contact the following person(s):

**Grace Huang**  
Vice President (Engagement)  
NUS Astronomical Society  
Telegram Handle: @wei1006

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Vice President (Engagement)?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Vice President (Engagement). Additionally, the member running for the post has to be enrolled in NUS for at least 1 academic year. Prospective candidates for the post who do not fulfil this requirement may seek to waive this requirement during the Annual General Meeting, subject to the approval of two-thirds (2/3) of all eligible voting members present. This vote is held prior and separately from the actual election for Vice President.

**Q:** Who are the stakeholders and how do we maintain our connections with them?

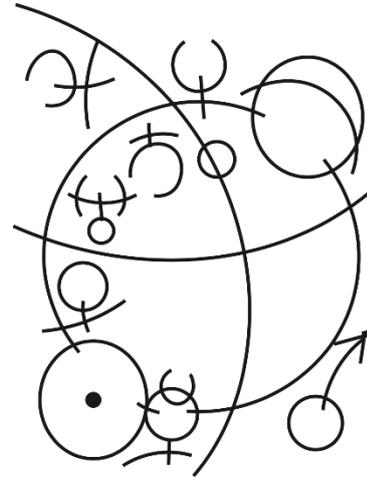
**A:** NUS Astronomical Society has good relationships with both local and overseas astronomy clubs with which we have previously conducted exchange programmes. We have also established communications with local organisations such as NUS Physics and the Institute of Physics Singapore. We offer our assistance if these organisations request for manpower and vice versa.

# Secretary & Assistant Secretary

## Overview of Role

The Secretary and Assistant Secretary are in charge of the Society's administrative matters. They oversee our communication networks and maintain official records, amongst other important tasks.

As the primary communications officer for the Society, the Secretary should have good communication skills and be meticulous in their work.



## List of Duties

- ◆ Take meeting minutes
- ◆ Liaise with external groups on matters related to the Society
- ◆ Create event forms and keep track of responses
- ◆ Answer general enquiries from members and external parties
- ◆ Other miscellaneous roles as and when necessary

## More Information

For more information, please contact the following person(s):

**Jesper See**  
Secretary  
NUS Astronomical Society  
Telegram Handle: @Jesper\_See

**Kaung Htet**  
Assistant Secretary  
NUS Astronomical Society  
Telegram Handle: @hash\_htet

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Secretary or Assistant Secretary?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Secretary or Assistant Secretary. There are no other requirements to run for the post.

**Q:** How is the work delegated between the Secretary and Assistant Secretary?

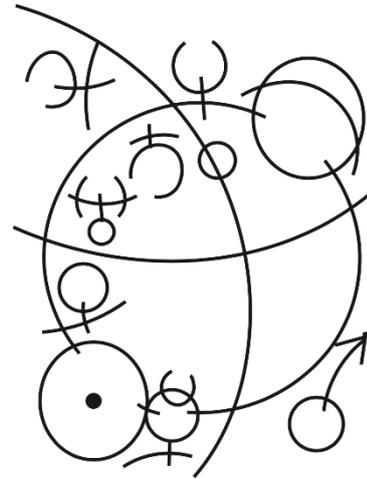
**A:** The Secretary and Assistant Secretary will be working together as a team and are free to split tasks amongst themselves as they deem necessary. However, it should never be the case where an individual does majority of the work.

# Treasurer & Assistant Treasurer

## Overview of Role

The Treasurer and the Assistant Treasurer are the overall in-charge of any matters pertaining to the Society's finances. They manage the inflow and expenditure of the Society while maintaining the financial records for the academic year.

As the Treasurer and Assistant Treasurer safeguard the Society's finances, they must be precise and alert when carrying out their duties.



## List of Duties

- ◆ Manage the Society's bank account
- ◆ Handle member registration fees
- ◆ Liaise with organising parties on event expenditure and receipt claims
- ◆ Prepare the annual financial statements
- ◆ Other miscellaneous event budgeting roles

## More Information

For more information, please contact the following person(s):

**Xu Zhirong**

Treasurer

NUS Astronomical Society

Telegram Handle: @davidzhirong

**Kwek Kee En**

Assistant Treasurer

NUS Astronomical Society

Telegram Handle: @kwekke

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Treasurer or Assistant Treasurer?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Treasurer or Assistant Treasurer. Additionally, candidates who ran for the Treasurer or Assistant Treasurer post in their previous term will be unable to run for the same or related posts for a consecutive term of office.

**Q:** How is the work delegated between the Treasurer and Assistant Treasurer?

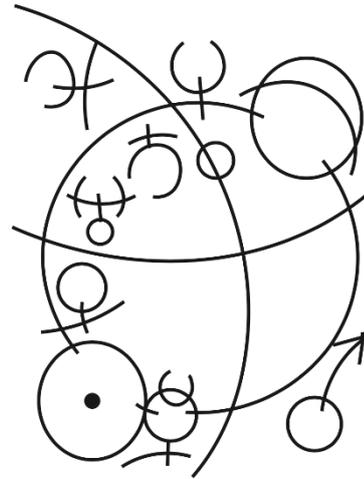
**A:** The Treasurer and Assistant Treasurer will be working together as a team and are free to split tasks amongst themselves as they deem necessary. However, it should never be the case where an individual does majority of the work.

# Astrochallenge Project Director

## Overview of Role

The Astrochallenge Project Director is in charge of planning and executing Astrochallenge. Working together with a dedicated committee, they play an important role in ensuring the continuity of one of Singapore's largest astronomy competitions.

As the main planner for Astrochallenge, the Project Director should practice good communication and organisation skills while carrying out their duties.



## List of Duties

- ◆ Plan the administrative details of and execute Astrochallenge
- ◆ Liaise with various parties within NUS and NTU, as well as external parties on matters pertaining to Astrochallenge
- ◆ Other miscellaneous roles as and when necessary

## More Information

For more information, please contact the following person(s):

<p><b>Tham Kai Wen</b> President NUS Astronomical Society Telegram Handle: @Space_Cat_Kw</p>
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## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Astrochallenge Project Director?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Astrochallenge Project Director. There are no other requirements to run for the post.

**Q:** What is Astrochallenge?

**A:** Astrochallenge is an annual astronomy competition co-organised by NUS and NTU. It involves both secondary school students (Junior Category) and pre-tertiary students (Senior Category). The aim of the competition is to enhance student interest and understanding in astronomy, and to foster close inter-school ties through this shared interest. During the competition, students will tackle questions covering both theoretical and practical astronomy.

**Q:** Since it is an astronomy competition, will I need astronomy knowledge to qualify for the role?

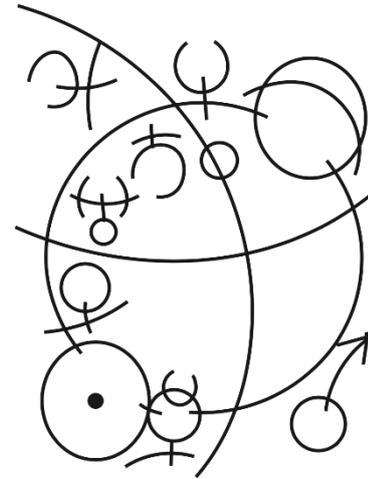
**A:** The Astrochallenge Project Director is mostly an administrative role. The questions for the competition are set by the Astrochallenge Question Masters (a separate committee). However, as the project director, you will have to liaise with the Question Masters on how to conduct the competition rounds.

# Astrochallenge Head Question Master

## Overview of Role

The Astrochallenge Head Question Master is in charge of setting the questions for Astrochallenge. Working together with a dedicated committee, they play an important role in ensuring the continuity of one of Singapore's largest astronomy competitions.

As the main question setter for Astrochallenge, the Head Question Master should demonstrate good foresight, as well as conscientiousness when planning the syllabus and questions for Astrochallenge.



## List of Duties

- ◆ Set the syllabus for Astrochallenge
- ◆ Set the Astrochallenge rounds, as well as their weightages, formats, and durations
- ◆ Arrange and organise the questions for Astrochallenge
- ◆ Liaise with the Astrochallenge Project Director on admin matters pertaining to the rounds for Astrochallenge
- ◆ Other miscellaneous roles as and when necessary

## More Information

For more information, please contact the following person(s):

**Nicholas Phung-Zhang**  
Astrochallenge Head Question Master  
NUS Astronomical Society  
Telegram Handle: @NicPZ

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Astrochallenge Head Question Master?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Astrochallenge Head Question Master. There are no other requirements to run for the post.

**Q:** What is Astrochallenge?

**A:** Astrochallenge is an annual astronomy competition co-organised by NUS and NTU. It involves both secondary school students (Junior Category) and pre-tertiary students (Senior Category). The aim of the competition is to enhance student interest and understanding in astronomy, and to foster close inter-school ties through this shared interest. During the competition, students will tackle questions covering both theoretical and practical astronomy.

**Q:** Will I have to set all the questions for Astrochallenge?

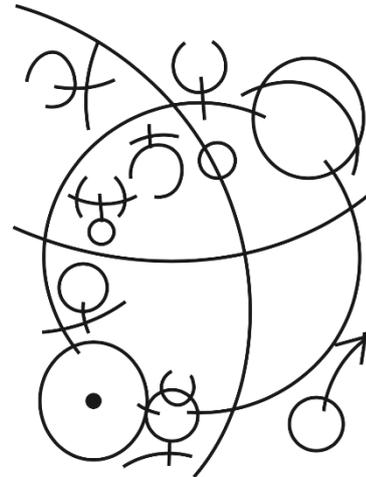
**A:** You may appoint an Assistant Head Question Master who will assist you, as necessary. Furthermore, there will be a dedicated team of Question Masters, amongst which the question setting will be delegated.

# AstroBash Project Director

## Overview of Role

The AstroBash Project Director is in charge of planning and executing AstroBash. From the meals to the lodging, they will detail the itinerary to ensure that the Society's signature event is a success.

As the in-charge for AstroBash, the Project Director should have good foresight and be meticulous in their planning.



## List of Duties

- ◆ Plan the itinerary, lodging, transport, and meals for AstroBash, alongside other miscellaneous requirements
- ◆ Liaise with various parties within NUS on matters related to AstroBash
- ◆ Other miscellaneous roles as and when necessary

## More Information

For more information, please contact the following person(s):

**Ng Yiu Teng**  
AstroBash Project Director  
NUS Astronomical Society  
Telegram Handle: @themtheory

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of AstroBash Project Director?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for AstroBash Project Director. There are no other requirements to run for the post.

**Q:** What is AstroBash?

**A:** AstroBash is an annual overseas stargazing trip organised by NUS Astronomical Society. It is usually held on the 2nd week of holidays after the end of each semester. In the past, AstroBash has taken the Society to Langkawi, Pulau Tioman, and Port Dickson, alongside other locations.

**Q:** Will I be the only one planning AstroBash?

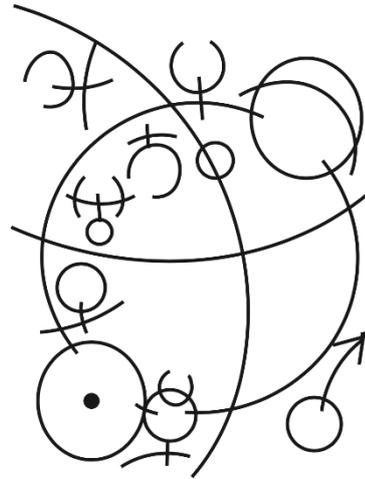
**A:** No, you will have the Executive Committee to assist you. AstroBash is a joint effort, and you can delegate tasks, as necessary. However, since you are the Project Director, you will have discretion in most areas of planning.

# Logistics Director

## Overview of Role

The Logistics Director is the overall in-charge for all equipment the Society owns. They must maintain the equipment, store them appropriately, and ensure they are available for use during sessions.

As the equipment specialist, the Logistics Director should have a fair understanding of telescopes and relevant equipment.



## List of Duties

- ◆ Maintains the Society's equipment
- ◆ Perform stocktaking and updating of the Logistics List
- ◆ Keep the Loan System running
- ◆ Plan and execute an equipment training session for Executive Committee members
- ◆ Other miscellaneous roles as and when necessary

## More Information

For more information, please contact the following person(s):

**Nicholas Tan**  
Logistics Director  
NUS Astronomical Society  
Telegram Handle: @nichht

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Logistics Director?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Logistics Director. There are no other requirements to run for the post.

**Q:** Do I need extensive knowledge of equipment in order to qualify for the role?

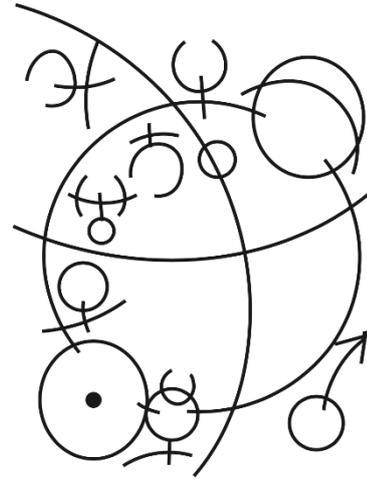
**A:** Absolutely not. Although prior experience is welcome, a willingness to learn is more important. While knowledge of equipment can be taught and learnt, passion for the job comes from within. If you run into difficulties, you can consult your fellow Executive Committee members for assistance.

# Astronomy Head

## Overview of Role

The Astronomy head is in charge of planning the talks for the Society's sessions. They are the resident expert of astronomy knowledge.

As the Society's astronomy specialist, they should be flexible and professional when planning for sessions.



## List of Duties

- ◆ Plans the topics of the talks for the Society's weekly sessions
- ◆ Plans and gives the majority of the Society's talks
- ◆ Proofread materials prepared by other members of the Executive Committee
- ◆ Other miscellaneous roles as necessary

## More Information

For more information, please contact the following person(s):

**Chen Wei Zhong**  
Astronomy Head  
NUS Astronomical Society  
Telegram Handle: @a9302c

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Astronomy Head?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Astronomy Head. There are no other requirements to run for the post.

**Q:** Will the Astronomy Head be the only one giving the talks?

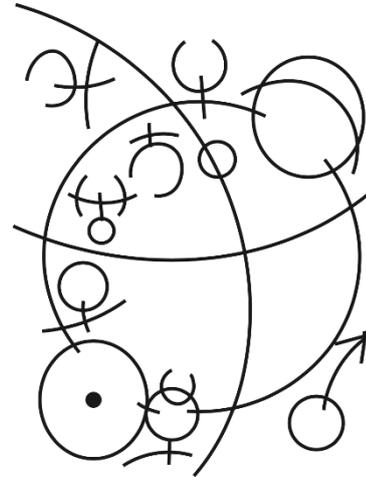
**A:** You can delegate talks to be planned and given by other members of the Executive Committee. However, you will still have to proofread the talk materials prepared by them.

# Publicity Director (Design)

## Overview of Role

The Publicity Director (Design) is tasked with producing publicity materials, as well as merchandise for the Society. They are in charge of a Publicity Sub-Committee whom they will work with to produce the deliverables.

As the overall in-charge of design, the Publicity Director (Design) should have a keen eye for aesthetics and be creative in their role.



## List of Duties

- ◆ Design posters for sessions and events
- ◆ Design the Society's annual shirt
- ◆ Design merchandise to be sold
- ◆ Lead the Publicity Sub-Committee to produce the deliverables by the given deadlines
- ◆ Other miscellaneous roles as and when necessary

## More Information

For more information, please contact the following person(s):

**Julian Cheung**  
Publicity Director  
NUS Astronomical Society  
Telegram Handle: @JulianC97

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Publicity Director (Design)?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Publicity Director (Design). There are no other requirements to run for the post.

**Q:** Must I have experience in design in order to qualify for the role?

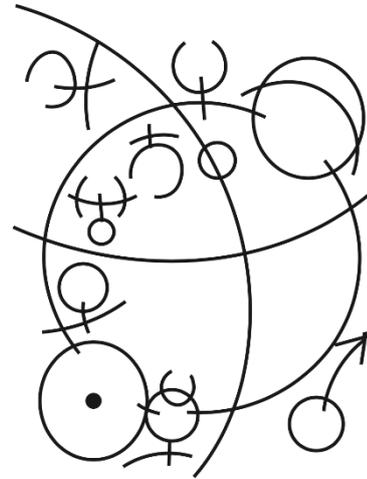
**A:** While prior experience is welcome, you do not need it to complete your tasks. More importantly, you should possess a willingness to learn and be ready to commit your time and effort to producing the deliverables. Since you are working as a team with the Publicity Sub-Committee, you can delegate tasks, as necessary.

# Publicity Director (Marketing)

## Overview of Role

The Publicity Director (Marketing) is tasked with updating the Society's social media accounts. They are in charge of a Publicity Sub Committee whom they will work with to complete their tasks.

As the overall in-charge for marketing, the Publicity Director (Marketing) should be active on the Society's social media and be constantly seeking for ways to engage members.



## List of Duties

- ◆ Update the Society's social media
- ◆ Update the Society's websites
- ◆ Conduct YouTube livestreams of session talks
- ◆ Take photos during sessions and events
- ◆ Other miscellaneous roles as and when necessary

## More Information

For more information, please contact the following person(s):

**Julian Cheung**  
Publicity Director  
NUS Astronomical Society  
Telegram Handle: @JulianC97

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Publicity Director (Marketing)?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Publicity Director (Marketing). There are no other requirements to run for the post.

**Q:** Will I have free reign to post whatever I want to the Society's social media?

**A:** Most of the materials to be posted will be produced by the Designs Team. However, if you are able to come up with other initiatives to engage members, once approved you can use your own discretion to carry it out.

**Q:** There seems to be a lot of duties, will the workload be overwhelming?

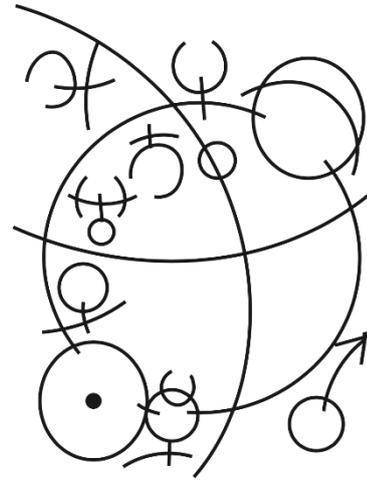
**A:** Since you will be working with members of the Publicity Sub-Committee, you can delegate work based on your team's strengths.

# Welfare Director

## Overview of Role

The Welfare Director is in charge of the well-being of the Society's members. They assist in planning events and sessions, and also propose initiatives to ensure that the welfare of members is well taken care of.

The Welfare Director should be able to empathise with members and be proactive in pushing for their well-being.



## List of Duties

- ◆ Plan member-bonding sessions
- ◆ Propose initiatives to enhance member welfare
- ◆ Value-add to ongoing events and sessions to enhance member welfare
- ◆ Other miscellaneous roles as and when necessary

## More Information

For more information, please contact the following person(s):

**Li Yi An**  
Welfare Director  
NUS Astronomical Society  
Telegram Handle: @lisaltsalt

## Frequently Asked Questions (FAQ):

**Q:** Can anyone run for the role of Welfare Director?

**A:** Only members of NUS Astronomical Society (Non-Associate) who are also currently a student of the National University of Singapore (NUS) can run for Welfare Director. There are no other requirements to run for the post.

**Q:** If the Welfare Director role is centred around welfare, will there be significant downtimes with no work?

**A:** Although enhancing member welfare is your primary directive, you will be expected to assist the other members of the Executive Committee if they need help. It is important that you and the Executive Committee work as a team and not confine each person's work to their domain exclusively.