

**Secretariat**

- Maintain all documentation related to club activities, including project documents, summaries of committee decisions, logs of events, etc.
- Take minutes at meetings and submit them to records available for members to view.
- Keep a schedule of events and maintain event calendar that members can access.
- Keep record of member participation.
- Assist in preparing semester report on chapter progress to Board of Advisors.

**Finance**

- Manage all affairs of the treasury, including keeping account of yearly appropriations, allotment of funds to activities, and regular balance of available funds.
- Oversee fund-raising and committees formed for such purposes.
- Finalize budgets submitted by officers and committees.
- Research and advise other officers on potential sources of funding.
- Organize and oversee industry outreach activities, including inviting guest speakers from the space industry, connecting members with mentors, etc.
- Enable the academic and professional development of all members.

**Marketing**

- Organize and oversee public outreach activities, including working with local secondary school students on projects, hosting events open to the public, etc.
- Advocate for the goals of the space industry, SEDS SG and NUS SEDS to the local community.
- Organize and oversee student recruitment activities, including making and distributing flyers, running booths at club recruitment events, etc.
- Preparation of documents and tools for recruitment purposes.
- Encourage satisfaction and enthusiasm of members by soliciting feedback, engaging with them on a personal level and through social media, etc.
- Assist in organizing group trips for academic and professional development

**Operations - Event Manager**

- Work with Board of Advisors to find speakers (from industry and academia).
- Plan out chapter events (Yuri's Night, World Space Week, etc.).
- Organize social activities for club members.

**Operations - Webmaster**

- Maintain the club website(s).
- Assist with maintaining the club social media page(s).
- Advise other officers on all matters related to electronic communications and documentation.