

President

- Direct general body meetings and provide final approval on all decisions regarding guest speakers, activities, etc.
- Manage officers by delegating authority, holding officer meetings, and giving final approval on all major decisions.
- Serve as primary point of contact for all official communications.
- Represent the organization at the SEDS Council of Chapters and other similar gatherings.
- Guide the overall direction of the organization in its activities and organization.

Vice President

- Assist the President with duties of office, including but not limited to planning of general body meetings.
- Preside over meetings in the President's absence.
- Supervise officers to ensure fulfillment of their duties.

Secretary

- 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.

Outreach Head

- 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

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.