



National University of Singapore Pharmaceutical Society

NUSPS EXECUTIVE COMMITTEE PORTFOLIO

Note:

All EXCO Positions shall go through the nomination & townhall process to connect with the NUSPS student body. Following that, all EXCO Positions EXCEPT those under PharmaServe shall go through the election process to be elected into office. EXCO Positions under Pharmaserve shall be elected into office through a separate election process.

The following information is correct as of 25 July 2025.

The Executive Committee shall:

1. Be responsible for the formulation and execution of policies consistent with the objectives of the Society.
2. Control the properties and finances of the Society.
3. Organise functions for the Society.

A brief description of the portfolios of the 65th Executive Committee positions is as follows.



National University of Singapore Pharmaceutical Society

1. THE LEADERSHIP CELL

a) THE PRESIDENT

- Shall preside at all meetings of the Society.
- Shall represent NUSPS in all official functions and dealings with authority and body.
- Shall oversee and direct the activities of the Executive Committee and Sub-Committees of NUSPS.
- Shall assist the Honorary Treasurer in the control of NUSPS Finances.
- Shall maintain contact and liaison with the Department of Pharmacy and Pharmaceutical Sciences, the NUS Office of Student Affairs (OSA), and other offices in NUS.
- Shall maintain contact and liaison with the Pharmaceutical Society of Singapore and external organisations.
- Shall oversee all matters pertaining to the Society.
- Shall oversee the External Cell which consists of the Awareness Committees (Pharmacy Profession and Industrial Relations), Inter-Professional Education and International Relations
- Shall be the point of contact with the Science Club Management Committee and attend ADCC meetings.

Current Office Bearer: Nandhini Renganathan (nusps.pres@gmail.com)

b) THE VICE-PRESIDENT (INTERNAL)

- Shall be in close contact with the President on all matters relating to NUSPS and to assist him/her in the effective discharge of his/her duties.
- Shall oversee the Internal Cell which consists of the PharmaServe and Welfare sub-committees. The PharmaServe Committee includes Essential Medicine, CHAMP, Health T.A.G and YEP sub-committees.
- Shall coordinate Welfare X House events, in collaboration with the Welfare Director.

Current Office Bearer: Neo Yu Han (nusps.vp@gmail.com)

c) THE VICE-PRESIDENT (SPECIAL PROJECTS)

- Shall oversee the Special Projects Cell which consisted of the Pharm Orientation Programme (Pharm Orientation Camp, Rocket fuel), Pharm Rag, Pharm Flag, sub-committees.
- Shall oversee the planning of Pharmily Dinner.
- Shall coordinate efforts amongst Project Directors of the various projects.
- Shall act as the liaison between the Special Projects and the Society.
- Shall ensure smooth execution of all Special Projects.

Current Office Bearer: Valerie Wang Yi En (nusps.vpsp@gmail.com)



National University of Singapore Pharmaceutical Society

d) THE HONORARY GENERAL SECRETARY

- Shall be the Executive Officer of the Society in general.
- Shall concurrently be the Data Protection Officer.
- Shall oversee and work in tandem with the Media Resource Team.
- Shall keep a file of correspondence, minutes of meetings and records of all activities, including the detailed report of the activities of all the Sub-Committees and such other records as the Executive Committee may direct.
- Shall submit to the Executive Committee, written complaints and suggestions pertaining to the Society from its members.
- Shall prepare the Annual Report of the Society for submission to the Registrar of Societies, after the Executive Committee has passed it.
- Shall keep a register of all members.
- Shall generate student records within seven days of such requests and be responsible for safeguarding the personal information of members.
- Shall act as the main liaison between the Class Representatives and the Executive Committee.

Current Office Bearer: Datar Shruti Prasad (nusps.secretary@gmail.com)

e) THE HONORARY TREASURER

- Shall handle all financial transactions of the Society.
- Shall keep all accounts of financial transactions of the Society.
- Shall submit a full audited statement of the finances of the Society at the end of the financial year.
- Shall prepare the Budget Estimate for the ensuing work year.
- Shall oversee and work in tandem with the Marketing and Public Relations Committee to manage sponsorships.

Current Office Bearer: Zhang Rongkai (nusps.treasurer@gmail.com)

f) THE IMMEDIATE PAST PRESIDENT (*This position is NOT open for elections*)

- Shall be co-opted from President, Vice-President (Internal) or Vice-President (Special Projects) of the outgoing Executive Committee.
- Shall act as a student advisor to the incoming Executive Committee.
- Shall have the power to contribute ideas and take part in discussions of the Executive Committee.
- Shall assist the President in being the liaison with the Department of Pharmacy and Pharmaceutical Sciences
- Shall act as the student liaison officer for the NUS Pharmaceutical Society – Alumni Chapter.

Current Office Bearer: Julian Ryan Tan Jielong (nusps.ipp@gmail.com)



National University of Singapore Pharmaceutical Society

2. THE COMMUNICATIONS CELL

a) THE MARKETING AND PUBLIC RELATIONS DIRECTOR

- Shall be ex-officio chairman of the Marketing and Public Relations Sub-Committee.
- Shall provide guidelines and supervision for the Marketing Teams of all Special Projects and events under PharmaServe .
- Ensure all contracts signed between NUSPS and sponsors adhere to stipulated regulations and do not put the reputation of NUSPS at stake.
- Establish and maintain good relations with external organisations and companies.
- Shall source for sponsorships catering to specific NUSPS events.
- Shall head the marketing and public relations subcommittee that is the sole marketing representative of NUSPS.

Current Office Bearer: Kylene Peck Jia Xuan (nusps.mktgpr@gmail.com)

b) THE MEDIA RESOURCE DIRECTOR

- Shall be the ex-officio chairman of the Media Resource Team.
- Shall be responsible for the publication of Pharmaceutica, and any other publications as deemed necessary.
- Shall publicise in its publications the activities of the Society and disseminate information released by the Executive Committee.
- Shall manage all social media accounts and websites associated with the Society.
- Shall coordinate publicity for all NUSPS events.

Current Office Bearer: Ng Chee Lun (mrt.nusps@gmail.com)



National University of Singapore Pharmaceutical Society

3. THE EXTERNAL CELL

a) THE INDUSTRIAL RELATIONS & AWARENESS DIRECTOR

- Shall be the ex-officio co-chairman of the Awareness Sub-committee along with the Pharmacy Profession Awareness Director.
- Shall organise the annual Xperience Pharm Camp for Pre-University students with the Pharmacy Profession Awareness Director.
- Shall assist external organisations in promoting the career and identity within the Pharmaceutical Industry and/or as a Pharmaceutical Scientist (where applicable)
- Shall assist the Department of Pharmacy and Pharmaceutical Sciences in promoting the Bachelor of Science (Pharmaceutical Science) Degree and/or the career (where applicable)
- Shall plan and organise any Industrial Relations & Awareness projects as deemed necessary by the Executive Committee.
- Shall conduct industry trips, workshops or sharing sessions pertaining to curricular and career preparation.
- Shall oversee and support research exposure activities, thereby planning and organising research-related sharing sessions and laboratory visits.

Current Office Bearer: Emma Chan Xuan Ru (nuspsacad@gmail.com)

b) THE INTER-PROFESSIONAL EDUCATION DIRECTOR

- Shall be the ex-officio chairman of the Inter-Professional Education Sub-Committee.
- Shall act as the main liaison between the IPE committee and the Executive Committee.
- Shall be the bridge between Pharmacy and the other Healthcare Faculties (ie. Dentistry, Medicine, Nursing, Occupational Therapy, Physiotherapy, Social Work, Dietetics and Nutrition etc).
- Shall be responsible for providing feedback and inputs to the Inter-Professional Education Steering Committee if necessary.
- Shall be responsible for organising inter-professional opportunities to the student body.

Current Office Bearer: Sudarrshan Balachandar (nusps.ipe.rep@gmail.com)



National University of Singapore Pharmaceutical Society

c) THE INTERNATIONAL RELATIONS DIRECTOR

- Shall set the direction of international relations for NUSPS and be the ex-officio chairman of the International Relations Sub-committee.
- Shall advance the interests of NUSPS on a global platform and convey the interests of International Pharmaceutical Student Federation (IPSF) to our student body.
- Shall be the IPSF Contact Person (CP) for NUSPS in accordance with the IPSF Official Documents.
- Shall appoint a Student Exchange Officer (SEO) and facilitate IPSF Student Exchange Programme (SEP) in accordance with the IPSF Official Documents.
- Shall ensure representation of NUSPS in international events.

Current Office Bearer: Ivan Gan Jun Kiat (nuspsirc@gmail.com)

d) THE PHARMACY PROFESSION AWARENESS DIRECTOR

- Shall be the ex-officio co-chairman of the Awareness Sub-Committee along with the Industrial Relations and Awareness Director.
- Shall organise the annual Xperience Pharm Camp for Pre-University students with the Industrial Relations & Awareness Director.
- Shall assist external organisations in promoting the career and identity of Pharmacists (where applicable)
- Shall assist the Department of Pharmacy and Pharmaceutical Sciences in promoting the Bachelor of Pharmacy Degree and/or the career (where applicable)
- Shall plan and organise any Pharmacy Profession Awareness projects as deemed necessary by the Executive Committee.
- Shall conduct in clinical-related trips, workshops or sharing sessions pertaining to curricular and career preparation.

Current Office Bearer: Lim Li Ting (nusps.ppac@gmail.com)



National University of Singapore Pharmaceutical Society

4. THE INTERNAL CELL

a) THE WELFARE DIRECTOR

- Shall be the ex-officio chairman of the Welfare Sub-committee.
- Shall handle feedback, suggestions and complaints from the students.
- Shall maintain the NUSPS room/area.
- Shall organise events that would help to promote interactions between the various cohorts.
- Shall conduct surveys on student quality of life.
- Shall provide welfare services/ items for the student population.
- Shall manage all matters related to the House system

Current Office Bearer: Malcolm Choy Kaiheng (nusps.welfare@gmail.com)

b) THE ESSENTIAL MEDICINES DIRECTOR *(This position is open for nominations, but nominees will not need to stand for election. Instead, nominees undergo an interview process. Further details will be notified upon submission of Nomination Forms.)*

- Shall be the ex-officio chairman of the Essential Medicines Sub-committee.
- Shall steer the general direction of the Essential Medicines Sub-Committee.
- Shall plan and organise pharmacy-related volunteering activities for the student body (to gain valuable experience from)
- Represents the PharmaServe Committee and, or Essential Medicines Committee in external meetings and acts as the Liaison Officer between the Committee and PSS, NUSPS, NWCDC and other external organisations.

Current Office Bearer: Goh Ting Ting Stefanie (nusps.emed@gmail.com)



National University of Singapore Pharmaceutical Society

5. THE SPECIAL PROJECTS CELL

a) Pharm Orientation Programme

- Shall be the ex-officio chairman of the Pharm Orientation Programme Sub-Committee.
- Shall plan and organise the annual Pharmacy Orientation Camp, Rocketfuel and facilitate department administrative talks for matriculating students.
- Shall promote the smooth transition of the incoming undergraduates into varsity life.
- Shall work closely with external organisations (DoP, SDO, OSA, NUSSU, SCMC etc) to act in the interest of the orientation programme.
- Shall work closely with the Vice-President (Special Projects) in matters related to freshmen orientation programmes.

Current Office Bearer: Shaun Lim Jing Jie (nuspharmacyorientation@gmail.com)

b) Pharm RAG

- Shall be the ex-officio chairman of the Pharm Rag Sub-Committee.
- Shall organise and manage the performance for Rag Day.
- Shall promote the smooth transition of the incoming undergraduates into varsity life.
- Shall work closely with NUSSU in matters related to NUSSU's RAG & Flag event.
- Shall work closely with the Vice-President (Special Projects) in matters related to freshmen orientation programmes.

Current Office Bearer: Jeron Sia (nusps.rag@gmail.com)

c) Pharm FLAG

- Shall be the ex-officio chairman of the Pharm Flag Sub-Committee.
- Shall act as the main liaison with the beneficiary organisation, and plan and execute beneficiary engagement activities.
- Shall organise and manage the fundraising efforts for the annual Flag Day, online donation drive and Flag Carnival.
- Shall promote the smooth transition of the incoming undergraduates into varsity life.
- Shall work closely with NUSSU in matters related to NUSSU's RAG & Flag event.
- Shall work closely with the Vice-President (Special Projects) in matters related to freshmen orientation programmes.

Current Office Bearer: Shizuka Kobayashi (rxflag@gmail.com)



National University of Singapore Pharmaceutical Society

Prepared by:

Datar Shruti Prasad

Honorary General Secretary

64th Executive Committee

National University of Singapore Pharmaceutical Society