

# Committee Roles

President	<ul style="list-style-type: none"> <li>- Oversee all projects of the Society</li> <li>- Chair all meetings</li> <li>- Have the right to call for meetings</li> <li>- Be the spokesman and representative of the Society</li> <li>- Make provisional decisions on urgent matters</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>- Assume all responsibilities of the President in the latter's absence</li> <li>- Have under his jurisdiction the running of all projects of the Society</li> <li>- Liaise with the Vice Presidents of all other organisations in NUS</li> </ul>
General Secretary	<ul style="list-style-type: none"> <li>- Keep all correspondence, records and minutes of meetings</li> <li>- Keep an up-to-date register of members</li> <li>- Be responsible for convening all meetings</li> <li>- Prepare and submit the Annual Report at the end of his term</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>- Be in charge of the finances of the Society</li> <li>- Present quarterly financial report to the Management Committee</li> <li>- Collect membership fees from non-Physics majors</li> <li>- Receive all applications for grants from the various subcommittees</li> <li>- Prepare and present the Financial Statement at the end of his term</li> </ul>

Assistant General Secretary	<ul style="list-style-type: none"> <li>- Assist the General Secretary in the execution of the latter's duties</li> <li>- Assume all duties of the General Secretary in the latter's absence</li> <li>- Keep a record of all the Society's activities</li> </ul>
Assistant Treasurer	<ul style="list-style-type: none"> <li>- Assist the Treasurer in the execution of the latter's duties</li> <li>- Assume all duties of the Treasurer in the latter's absence</li> <li>- Can approve financial matters only in the absence of the Treasurer</li> <li>- Be the Treasurer of the Physics Orientation Camp Committee</li> </ul>

Publications Director	<ul style="list-style-type: none"> <li>- Be in charge of regular publications of the Society</li> <li>- Be responsible for the bulletins of the Society</li> <li>- Be empowered to appoint a team for the purpose of the SJPO project</li> <li>- Liaise with the Publication Directors of all other organisations in NUS</li> </ul>
Publicity Director	<ul style="list-style-type: none"> <li>- Be in charge of the publicity of the Society and its events</li> <li>- Be responsible for the Society's Website, FB, Twitter and Instagram</li> </ul>
Assistant Publicity Director	<ul style="list-style-type: none"> <li>- Assist the Publicity Director in the execution of the latter's duties</li> <li>- Assume all duties of the Publicity Director in the latter's absence</li> <li>- Be responsible for photo-taking during events</li> </ul>

Events Master (Academic)	<ul style="list-style-type: none"> <li>- Collaborate with the Department of Physics</li> <li>- Organise academic activities and events of the Society</li> <li>- Be empowered to appoint subcommittees for various events</li> </ul>
Events Master (Non-Academic)	<ul style="list-style-type: none"> <li>- Organise non-academic activities and events of the Society</li> <li>- Be the Project Director of the Physics Orientation Camp Committee</li> <li>- Be empowered to appoint subcommittees for various events</li> </ul>
Assistant Events Master	<ul style="list-style-type: none"> <li>- Assist both Event Masters in the execution of their duties</li> <li>- Assume all duties of the respective Event Master in the latter's absence</li> </ul>

Welfare Secretary	<ul style="list-style-type: none"> <li>- Oversee the welfare of the Society and the Physics cohort</li> <li>- Be responsible for the safety of events held by the Society</li> <li>- Oversee the validity and completeness of the PYP Solution Bank</li> </ul>
Public Relations Director	<ul style="list-style-type: none"> <li>- Liaise with external organisations on behalf of the Society</li> <li>- Be responsible for the securing of sponsors</li> <li>- Manage the rental of Laser Tag guns owned by the Society</li> </ul>
Resource Director	<ul style="list-style-type: none"> <li>- Be in charge of the housekeeping of the Society Room</li> <li>- Be responsible for the logistics of the Society and its events</li> </ul>

# Major Events

Executive Committee Election	-	Early Aug (Week 0)
Annual General Meeting Management Committee Election	17 Aug 2015, 6.30pm	Mid Aug (Week 2)

*T-Shirt Design Competition	-	Mid Aug (Week 3) to Late Sept (Week 7)
Recruitment for Orientation Camp Subcommittee	-	Early Sept (Week 5)
Mid-Autumn Festival	Actual: 27 Sept 2015	Mid Sept (Week 6)
Selection for Orientation Camp Subcommittee	-	Early Oct (Week 8)
Halloween	Actual: 31 Oct 2015	Late Oct (Week 11)
*Staff & Student Games	-	Early Nov (Week 12)
*Recruitment for Enrichment Camp Subcommittee	-	

Chinese New Year	Actual: 8 Feb 2016	Early Feb (Week 4)
*Physics & Beyond (Talk by Lecturer A)	-	Mid Feb (Week 6)
*Physics & Beyond (Workshop by Lecturer B)	-	Early Mar (Week 8)
Pi Day	Actual: 14 Mar 2016	Early Mar (Week 9)
*Physics Society Appreciation Night	-	Early Apr (Week 11)

*Physics Enrichment Camp	-	Early June
Physics Orientation Camp	-	Early July

\*Handled by Event Master (Academic)

All non-asterisked events: Handled by Event Master (Non-Academic)

# Long-Term Projects

Past Year Papers Solution Bank	Welfare Secretary
Quarterly Publications ("Momentum")	Publications Director
Singapore Junior Physics Olympiad (SJPO) Video Solution Bank	
Publicity of Events (Physics Society Website, FB, Twitter, Instagram)	Publicity Director
Securing of Sponsors	Public Relations Director
Organising of Laser Tag Activities	
Planning for Physics Enrichment Camp	Event Master (Academic)
Planning for Physics Orientation Camp	Event Master (Non-Academic)

# Subcommittee Recruitment

SJPO Solution Bank Helpers	No more than 3, appointed by Publications Director
Events Subcommittee(s)	No more than 3, appointed by respective Events Masters
Physics Enrichment Camp Subcommittee	No more than 15, appointed by Events Master (Academic)
Physics Orientation Camp Subcommittee	No more than 15, appointed by Events Master (Non-Academic)