

NANYANG TECHNOLOGICAL UNIVERSITY
40th MAE Management Committee
AY 21/22 MAEC Rally Session 2

Date: 3rd September 2021

Time Started: 1830hrs

Venue: Zoom

Election Committee	Position
1. Lim Qian Ying Gina (406H) 2. Toh Chan Hong (763C) 3. Lim Jie Ying (716A)	Returning Officer Election Officer Election Officer
Nominees for AY21/22 Management Committee	Position (Nominated For)
1. Lim Yan Ting, Emily (0011B) 2. Moitra Ayush (022C) 3. Muhammad Yasir Khan S/O Zareef Khan (754Z) 4. Sim Liang Kuok (321L) 5. Ramachandran Poornima (812C) 6. Sng Jing Hui Gabriela (738H) 7. Yap Zhi Han Darren (981F) 8. Soh Wait Kit Michael (494J) 9. Lim Jia Xing Gerald (354H)	President President Vice-President (Social) Vice-President (Academics) Honorary General Secretary Human Resource Officer Financial Secretary Sports Officer Events Officer
Nominees for AY21/22 Union Executive Committee Representative	Position (Nominated For)
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Outgoing Management Committee Members	Position Held
1. Looi Hui Jun (866G) 2. Goh Yi Min (258D) 3. Sharon Tan Hui Shan (721D) 4. Chen Min Yang (479H) 5. Tan Jun Jie Benjamin (285G) 6. Tan Tiong Kai (296K)	39 th President 39 th Vice-President (Social) 39 th Financial Secretary 39 th Logistics Co-Officer 39 th Special Projects Co-Officer 39 th Student Affairs Co-Officer
Audience	
1. Jona Ng Rui Qi (764J) 2. Kim Hyun Ji (482J) 3. Bhuvanesh (818A) 4. Sundaresan Aditya (830K) 5. Aishwarya (470C) 6. Toh Bin Wei (996E) 7. Daniel Hendri (026J) 8. Jona (764J) 9. Cindy (270C) 10. Beon Ng (341A)	

Meeting Agenda

1. Regulations Governing the Rally
2. Nominee for Sports Officer
3. Nominee for Events Officer
4. Nominee for President
5. Nominee for President
6. Nominee for Vice-President (Social)
7. Nominee for Vice-President (Academics)
8. Nominee for Honorary General Secretary
9. Nominee for Human Resource Officer
10. Nominee for Financial Secretary
11. A.O.B

	Agenda
1.	<p><u>Regulations Governing the Rally</u></p> <ul style="list-style-type: none"> • All Candidates shall be entitled to 5 minutes for rally speech and 15 minutes of Question and Answer session. • Only the President, Vice-President(s), Honorary General Secretary and Honorary Financial Secretary (or equivalent) shall be entitled to 10-minutes for rally speech and 30-minutes of Question and Answer. • A proposer and seconder is required to pass the motion for a 5-minute time extension for Question and Answer. • All questions should be posted on the link provided by your Election Officers. • The Returning Officer shall have the right to reject a proposed question or time extension. All decisions made shall be binding and final. • The minutes and recording of the rally should be adopted by the candidates and vetted by the Election Committee before submission. Submission of materials should be done within twenty-four (24) hours after the end of the Rally. • The election officers have the right to declare the election of any candidate of its Constituent Body's Management Committee due to procedural irregularities according to the Election Regulations.
2.	<p><u>Nominee for Sports Officer</u></p> <p>Candidate Name: Soh Wai Kit Michael Proposer: Muhammad Haziq Bin Zulkarnai Secunder: Heng Cheng Jin, Dexter</p> <p><u>Speech</u></p> <ul style="list-style-type: none"> • Entered NTU as a direct year 2 student, currently ME Year 3. • Chose to join sports portfolio because candidate have a friend in sports, the nature of events and activities that MAE Plans. • Saw Instagram Stories about MAE Club Christmas party and wanted to be a part of it. • Candidate did not attend MAE FOC as he hasn't ORDED, hence wants to join the club to network and get to know more people in the faculty. • Hence, joining MAE Sports was perfect, and only portfolio that he went to interview for. • Had fun in sports and learnt how to plan for different activities and sports games day. • Main aim is to make Subcommittee bonded and be comfortable working with one another. • Felt that previous subcommittee wasn't bonded at all and did not know half of the people in the subcommittee, the other half are mostly friends and seniors.

- Meetings were quiet and there were few participations. Members felt like strangers, which slows down planning and ideation process.
- With guidance of sports officer, managed to organize events successfully, with most having high participation rate.
- With more people being vaccinated and restrictions easing, he hopes that physical activities like ISG can resume.
- These activities are more fun and engaging for MAE Students.
- Current situation is very volatile and unpredictable, but still confident that he will be able to organize events that are memorable for MAE Students.

Question and Answer

Jason:

- Q: Why do you think subcommittee was not bonded. What can you do to make your SC bonded?
- A: Humans are shy and wouldn't speak out and COVID-19 meetings did not help. Portfolio did introduction and standard things for "formality". SC members stayed in their comfort zone, shy and not wanting to speak up and did not turn on webcam for meetings. Had to go one by one to contribute ideas. Main committee members did a good job trying to bond SC by booking TR to organize physical meetings and dinners to know each other better, with safe distancing measures in place. Nothing much could be done with COVID-19 circumstances. Looking into many ways that can bond Subcommittee. Believes that first meeting is very important, can do an online activity so that everyone can participate and break the ice. However, online platforms can only do so much and is currently planning to have dinners and face-to-face interactions. Candidate wants subcommittee members to treat MAE club like a family and not just acquaintances. Wants subcommittee members to talk to one another and hopes that 40th Subcommittee will be very bonded and family-like.

Haziq:

- Q: Previous MAE Committee faced difficulties attracting students to participate in trick-shot and Instagram challenge?
- A: 2 Factors that caused this. First being student body not interested in the event. This can be countered by collecting feedback from the student body. Certain events might be attractive to subcommittee members but not the student body as everybody have different interests. Can have a poll on Instagram to vote for their favourite activity to participate in and put it out to get the results. 2nd Factor is publicity. Most of us post on Instagram Story and promote, which is a small audience pool. Can go down in person to find students in campus to explain and promote the event to them and get them to sign up. Letting students know about events, and enticing them to join the events can lead to a much higher sign-up rate.

Cindy:

- Q: What are your future plans for MAE Student body since COVID-19 is still around?
- A: If school allow to conduct activities with 5 persons, sports like badminton or basketball tournament, with a bracket system can be conducted. Different days can have different teams playing. An initiative will be to have IGTV to go out to campus to interview students (like do it for the money). Questions asked can be about sports trivial or doing a sports trick. Still thinking about it and look forward to having many things to plan.

	<p>Liang Kuok:</p> <ul style="list-style-type: none"> Q: With COVID-19 getting better, there might be chances for physical events, like ISG. What if during training, there is a conflict between a girl and guy. A: First separate and hear from both parties to understand what actually caused the conflict. Understand both sides and ensure that both stories match. Have to investigate more if the stories do not match. Come out with a solution and guideline and ensure that there is boundary that wouldn't cross. Proceed if both are agreeable, as it is hard to get training ongoing if one party is not agreeable. Find a replacement if not agreeable to resolve the conflict. <p>Gina:</p> <ul style="list-style-type: none"> Q: What is your view of the virtual sports events for the students. Do you think they like it? If not, how will you improve the situation? A: People prefer physical sports. Pointless to bring it virtual. Virtual is more of promoting (Zoom workout). If COVID-19 still persist, he will want to have interesting event. Example is having current trend of people doing tiktok and combine with workout. Having virtual contest that people are into will make them more likely to want to participate. Attractive incentive can also be included. <p><i>Motion to pass speaking rights to next candidate was proposed by Mr Sim Liang Kuok, Skyler and seconded by Ms Sng Jing Hui Gabriela.</i></p>
3.	<p><u>Nominee for Events Officer</u> Candidate Name: Lim Jia Xing Gerald Proposer: Sananshi Thukral Seconder: Rachel Tan</p> <p><u>Speech</u></p> <ul style="list-style-type: none"> A year 3 Mechanical Engineering student; Initially joined MAE Club to make new friends. Has background in planning and facilitating events, wants to have a sense of achievement and fulfillment. Partook in the planning and the execution of events such as being the MC for investitures and creating escape room for MAE week as an Events subcommittee member. The experience challenged him to think out of the box. Events need to be conducted virtually with the current COVID-19 situation, as such, it would be difficult to plan for events due to the constantly changing Safe Management Measures. Found the experience as an Events subcommittee member to be enriching, wants to continue from the previous generations of Events Officers, to show students that university is not all about studying and students can join events and have fun. Would like to continue to create fun and engaging activities, especially in this pandemic; Would like to learn new things and to never give up. Goals for MAE Events: Start to move away from virtual activities and change to physical. Pointed out that attendance might be an issue but is dependent on how the event rolls out. Will focus on virtual events first, as restriction starts to ease off, then plan physical events starting with smaller numbers; Learning process to hold physical events from seniors. <p><u>Questions and Answers</u> Darren:</p> <ul style="list-style-type: none"> Q: What can u do to get more students to come to the events?

- A: For virtual: Personally, do not think turn up rate would be as high as physical activities. The feeling is not the same when the event is being held physically as compared to a virtual event. Can work with the Publicity and Publications portfolio to see what they have, using the social media platforms to promote the events.
- Q: With all the constraints by the Student Affairs Office, do you think you will still try to fight for graduation night to happen even if the event is going to be virtual?
- A: Yes, we should not take away the opportunity for the graduating seniors to have this event, however, not very sure if there will be participants if the event is going to be held virtually. But will still fight for the event to happen, for the graduating seniors to enjoy their final event in MAE.

Yasir:

- Q: What are some new events that we can look forward to in the coming year?
- A: Mainly virtual, small events at the side, so we do not require a big pool of people for it. When restrictions lessen, can incorporate physical events with groups of 5 to have a bit of competition. Better to have physical events as virtual events are not really enticing. Can start with small scale events where we can still have physical human interactions.

Hui Jun:

- Q: What is your greatest challenge as an Events Officer?
- A: It would be the switch from holding virtual events to physical events. My year in MAE Club has been entirely virtual. Have to learn all the processes and the different things like finance and the booking of area. Will be able to do it with the help of seniors.
- Q: Booking of venues is for Top 6 as the Honorary General Secretary can book the venue, instead of seniors can always go to Top 6 because they are always working with you.
- A: Okay.

Jona:

- Q: If there is no graduation night, what is an event you will replace with to get majority of the seniors to join?
- A: Instead of dinner, can have a final performance where everyone can attend together through virtual means. Reminisce about the old moments in MAE and their final year.

Hui Jun:

- Q: What if things were to remain the same and events can only be held virtually? Can you tell me some events you are looking forward to hold?
- A: The escape room planning was interesting, could come up with something similar with the subcommittee members and the Co-Chair that can match the same interest level.

Zhi Yong:

- Q: Would you see yourself working together with your Top 6 or would you report after?
- A: A bit of both. Better to have a bit of both, when there is communication, things tend to go smoother. But cannot always rely on Top 6, definitely need to have own ideas and plan ourselves.

Ayush:

- Q: What is something you learnt from your predecessor and what do you want to improve on?
- A: Not afraid to fight for what they want as this helped make sure some of the events planned are up to standard. Want to continue doing so.

	<i>Motion to pass speaking rights to next candidate proposed by Mr Sim Liang Kuok and seconded by Ms Ramachandran Poornima.</i>
4.	<p><u>Nominee for President</u> Candidate Name: Lim Yan Ting, Emily Proposer: Inez Bangar Seconder: Kim Hyun Ji</p> <p><u>Speech</u></p> <ul style="list-style-type: none"> • Thank you for coming down to this rally to show support. • Final Year ME student. • Something about myself is with MAE Club for 2 years. 1 year as SC and 1 year as SA Officer. • First interaction is initium as she wants to broaden her social circle. • Found out that what SA do interest her and chose SA as her first choice. • SA focuses on welfare of students. Working on activities such as MAE welfare brings her closer to students, and she wants to do more for students. • Even though she did not hold a top 6 position, she felt that it is not a disadvantage. • Leadership skills not limited to time in MAE Club. It was built up through poly days as a VP for student ambassadors. • Always passionate about serving school community, and has experience in organizing activities. • Plans for 40th MAE includes having more external coordination with external organization, such as SATS, Space exploration to run event for students. • Current collaboration for students are mainly school clubs, and felt that scope can be broaden. • COVID-19 meant that club makes use of virtual platforms. Information disseminated through these platforms can be messy. • Plan is to streamline communication outlets. • This year is MAE Club 40th Anniversary. Come out with events and activities to celebrate how far the school has come. • Plans to continue initiatives by previous predecessor (eg WoMAEn and MAEAmbassadors) • Make use of connections with school and internship company to improve the efforts and progress of what predecessor has done. • Many students do not have chance to interact with people • Push for some physical activities for students. • Regardless of physical or virtual, the club will transit smoothly • Quoting “MAE Without Strangers”, she will make sure MC feel more involved and be open with their ideas. • Aims to build a strong team, give them opportunity to give back to the club and work on their weaknesses. <p><u>Question and Answer</u> Marcus:</p> <ul style="list-style-type: none"> • Q: Plans on representing MAE to the school. How will you create an environment for students to feedback to school and for school to acknowledge them? • A: Come out with 3 steps. First is to show transparency. Example will be talking about hostel issues. Have an open mic session for students to understand and discuss about their concerns. Survey floor, to understand what student concerns are and bring it up to constituency. To see how we can work this issue with school or create for transparency.

Tiong Kai:

- Q: What if something you plan does not go according to plan.
- A: Talk to the person to understand why it did not go according to plan. Then figure out issues and rectify issues.

Darren:

- Q: There are so many events happening among the different portfolios. How do you ensure that all club matters and deliverables are completed on time.
- A: There is a lot of deliverables. She will have a schedule to keep track of the events. Will also work closely with top 6 to ensure that all events can be done on time. Work with team to come out with future strategies to tackle these issues.

Gabriela:

- Q: Why do you think people should vote for you, and what sets you apart from your competition.
- A: Not sure about candidate as he hasn't rallied, but her unique background of MAE Club history and Polytechnic VP experience working with people will set her apart. Her vision for MAE Club will bring out the best of the club.

Cindy:

- Q: You mentioned collaboration with student club outside of MAE. Should you focus with collaborating with clubs within MAE first?
- A: Predecessors has a lot of collaboration within MAE. Hence, plan is to move out of the School of MAE. Ambassadors is more within MAE, can look for smaller constituency clubs to collaborate on other events outside of MAE.

Swarnalakshmi:

- Q: Elaborate more about strategies for social media platforms
- A: Plan to form a group that consist of portfolios that manages the different social media MAE has. Subsequently, come out with a purpose for each social media. For engagement wise, she will discuss with team to see how they can work on it.

Daniel:

- Q: Considering president is face of MAE to fight for MAE Students interest. How far will you go to fight for MAE Club and how to handle conflict of interests with various stakeholders (eg MAEC and SAO)
- A: Willing to go all the way when working for students. Will go out of the way to get what the club wants. Will talk to SAO or sponsors to help MAE students as much as I can.
- Q: What if there are new initiatives that school says no to (citing no budget or not enough timeline), or sponsors giving something in exchange for students' database?
- A: Cannot give student database out to sponsors. Best way for this issue is to talk to sponsor to come to agreement term. If unable to come to agreement, we can see how we can work on it.

Hyun Ji:

- Q: Summarise vision goals for 40th MAE, how does previous experience as SA officer helps.
- A: Bring out strength in committee and work out weakness. SA officers have opportunity to work with students (direct contact) with students. This will help in her role as president.

Beon:

- Q: What are the flaws of previous committee?
- A: Pre-decessor did a great job, Has a lot of efforts to come out with great initiatives like womaen and maembassadors. She will also work on strengths and weaknesses of the current committee. Example, someone is good in designing, but not from PnP, she will give the person the opportunity to work on T-shirt with PnP's agreement. If someone is not confident enough, she will give them the chance to present weekly meetings to help them showcase their strengths and weaknesses.
- Q: (*clarifying his question*) What is a flaw in MAE Club or what is something that can be fixed?
- A: Social media did not do so well. Hence plan is to work with the committee to come out with clear purpose for each social media platform for the clarity of the student bodies.

Zhi Yong:

- Q: Good to identify flaws in the committee first before going on to say the strengths. With COVID-19 dying down, transition back to physical, should you focus more on internal physical activities before working with external CCA bodies?
- A: Understands that COVID-19 situation might get better. Can conduct activity for MAE students and at the same time work with external bodies. Has 2 plans in mind, 1 for COVID-19 situation and 1 for a "better" situation.
- Q: If we do go back to physical, with your committee members only handling virtual situation. Is it better to focus on smaller scale internal physical activities first?
- A: Committee can learn how to conduct physical activities. Example, semester 1 can be focused on internal physical events while semester 2 can be focused more on external events.
- Q: What kind of leader should you be to your Main Committee, Subcommittee and to student body?
- A: For Main Comm, its someone that people can look to when they feel like they need a talk. For Subcomm, as someone that has knowledge to lead the team.

Zhi Yong mentions that as president, she is the connection between the students and school. Everything starts top down and communication is very important. President should work on communication skills as everything comes top down.

Yin Xian:

- Q: What are your weakness and how do you react when you are stress?
- A: Weakness is lower self-esteem, might not be confident enough. Learn how to deal with confidence level. How to react is to take a step back to see how things goes if there are any issues that surface before giving any inputs. Moving a step back will help to think better, to think of ways to counter the issue.
- Q: How are you going to continue with WoMAEn?
- A: Have connections with previous internship companies. Know of a few female staff that are keen on doing sharing sessions. Bring it to a greater scale by collaborating with other CCAs to bring it to greater heights.
- Q: How are you going to work with other presidents in the School of MAE?
- A: Communicate with them to know more about them. Talk to them and discuss with them and conduct meeting to know of their plans for the year.

Jie Ying:

- Q: With regards to role, there will be certain stress. How will you handle the stress?

- A: Work together with top 6 and help each other by giving moral support. By working in groups, it will tackle stress issue. Take a step back to think about it and see how to make changes to the situation.
- Q: Plans or initiatives to do for student body
- A: Social media. Really want to work on social media to have a clear purpose in mind. SA came out with telegram and increase in usage. Work on communication channel for students, can use for studies and notifications.

Time extension was called by Ms Looi Hui Jun. This motion to pass the time extension proposed by Mr Muhammad Yasir Khan and seconded by Mr Daniel Hendri.

Hui Jun:

- Q: As president have to maintain with connection with a lot of places (example SAO and MAE), how are you going to maintain these connections? What do you think you can propose as collaboration with SAO?
- A: Understand the situation. Write each of them an email, have impromptu session with MAE Club and SAO to understand their point of view and expect what MAE Club can provide them. What rules and regulations do they have for the club and know about their requirements. Industry wise, she will message to know them first and have meet up session to have a chat to see how to communicate and collaborate. CAO have interesting programs that help students. Resume Fitness, can work together with CAO that come out with activity like resume workshop.
- Q: A lot of people cannot find internship this semester. Given this situation what will you do?
- A: A lot of students faced this problem about finding internship. Look out for vendor of job application and possibly collaborate with them to bring in work opportunities. Come out with a form that students can submit internship details so that they can let peers know if their companies are hiring interns.

Time extension was called by Ms Looi Hui Jun. Motion to pass the time extension proposed by Ms Tsai Hsueh Jing Cindy and seconded by Mr Yap Zhi Han Darren.

Tiong Kai:

- Q: Good to have a lot of plans and heard the plans for the future. What are potential problems that may pop out and how will you deal with them? How will you handle professionalism of being a president and how to keep up with professional relationships, and handle that kind of interactions?
- A: Thinking about a situation, such as COVID situation worsen. Limitations that handle plans will be MAE Club and SAO will be able to approve proposal. No matter what happens, she will have to talk to them to get solution out of it and talk on a common ground. She will understand from their point of view and is utilizing a prevention method. Believe that she can handle professionalism as she is good at interactions. Have interactions with internship supervisors, and she will work on it to show her best professional side.

Jona:

- Q: What about those who are not in the social media networks?
- A: Common area of communication will be through email. For students who are not in social media network, mass emails will be sent for events, and is able to engage the student body. A lot of students are familiar with email and do explore social media. Not a big issue if students do not know how to use it as there can be courses conducted for them.

	<i>Motion to pass speaking rights to next candidate was proposed by Mr Muhammad Yasir Khan and seconded by Ms Sng Jing Hui Gabriela.</i>
5.	<p><u>Nominee for President</u> Candidate Name: Moitra Ayush Proposer: Roy Anurag Seconder: Shrivastava Samruddhi</p> <p><u>Speech</u></p> <ul style="list-style-type: none"> • Joined MAE Club 2 years ago, to prove to people that he can take up responsibility and be a good leader. The only candidate with 2 years of experience in the Main Committee in MAE Club; Been in both Top 6 and Main Committee position, able view in different light and knows the workload. • Known by a lot of people, developed and established connections. Groundwork laid for communication. • With a new Student Affairs Office Officer, needs a president the committee. can trust. • Has shown proficiency in adapting to online being the Honorary General Secretary, useful for the constantly updating Safe Distancing Measures. • Considers himself an organised person, suitable for the presidential role in helping other portfolios; Will get things done as soon as possible. • Has shown the ability to communicate with the school of MAE. • Responsive to text and is always there when needed. • Prefers to take the hands-off approach, but this not the same as being invisible • Will ensure voices are heard. • Will allow respective Top 6 to deal with problem first, then tep in when there is a problem they cannot deal with. • Will ensure voices are heard in the Assembly of Presidents and in Student Union meetings, ensure voices are heard as a representative of the MAE body. • Gave an example of the 37th president who conveyed the students' voices regarding exam concerns when COVID-19 first happened; Gave an example on how the 38th President addressed student concerns through survey. • Will be able to secure finances for events, as a good rapport with the running Financial Secretary has been established. • Will seek help from predecessors, as events slowly change to physical. • Initiatives in mind: Spaces in school to study following students' demands, wants the voice of students to be his greatest concern and goal as the President. <p><u>Question and Answer</u> Sir Chao:</p> <ul style="list-style-type: none"> • Q: What are your plans for representing the MAE student body? How would u create an environment so that students are represented, and their voices are being heard by the school? • A: Plans to use authority to demand things. To propose during the council meetings with senior management. Surveys can help gauge what the students want. If there

are no changes that are immediately helpful, can relay what the university is doing and why they are doing this through emails to the student body.

Beon:

- Q: What do u think are the major flaws of MAE Club as it is right now?
- A: There is a very clear hierarchal structure and getting your voice very high up is hard. Will make sure to read MAE Club feedback for the students' general feedback.
Q: How would you be held accountable that you have read the emails.
- A: Opening a form in which each student can contribute to and have a chance to vote if they like the system. If there is an overwhelming need for change, conduct a survey.

Daniel:

- Q: Given your commitment in other activities, where will MAE Club stand in your commitment?
- A: Make sure the rest of the members of Top 6 are dependable; Has no other commitments, serving MAE students is the main priority. As each portfolio will have at least one event before his internship, will ensure portfolios help each other and the Top 6 have guided them, and from the portfolios and the Top 6 would have the experience. Will still attend the weekly meetings and have constant contact with Top 6; Will ensure his time is planned; Will contact Student Affairs Office in the morning before internship working hours if required, will not use busy as an excuse to get out of responsibility. As the 1st semester has a more compact timeline, will make sure that everyone stays calm.

Beon:

- Q: How do you ensure that the image of MAE Club is better? Rephrased question: how would you tackle MAE Club's image and make it more prestigious?
- A: Having events that are good, through word of mouth and subcommittee members themselves when they say they are having fun in the Club; Making sure concerns are handled and to ensure that subcommittee members and the main committee members are bonded is one of the key things in MAE Club, and that is when the Human Resource Officer comes in.

Marcus:

- Q: How will you ensure transparency between the school is catering to students' concerns as students have lost faith in the school management?
- A: By listening to feedback and making changes, bringing up to the senior management and communicating the reason to the students, help them understand the scenario.

Benjamin:

- Q: There is a difference in treatment between students taking the Aerospace course and students taking the Mechanical Engineering course. How would you ensure that there are equal benefits for students from both courses
- A: The events generally benefit both students, the Club does not discriminate based on course.
- Q: There are some events more targeted for Mechanical Engineering students, but not targeted towards Aerospace students. Are there plans for broadening events that will benefit both parties educational wise? For example, lecture notes printing mainly for Mechanical Engineering students.
- A: Refers the question to the Student Affairs portfolio

Daniel:

- Q: How do you plan to communicate to the student body that you have heard their concerns regardless of whether you have addressed the concern
- A: Using MAE Club feedback email to gauge concerns. Prefer hands-off approach. If concern is specific to a certain portfolio, will relay concern to the respective portfolio. Feels that if every issue requires the sending of mass email, it would be very spammy. Will make changes on a smaller scale where necessary.
- Q: Understand that lecture notes are handled by Student Affairs, sometimes printing shop aunty feels that because Aerospace is a smaller cohort, the lecture notes are not in demand, same situation as Past year Papers.

Time extension was called by Mr Daniel Hendri. Motion to pass the time extension proposed by Ms Looi Hui Jun and seconded by Mr Sim Liang Kuok.

- A: Will make sure the concern is addressed, will pass the question to the Student Affairs Officer to answer. But the fact that the question is being brought up twice brings attention.

Zackery:

- Q: What do you agree or not agree with the previous President and Vice-Presidents?
- A: Looks up to the previous President, but there was unclear communication, sometimes officer supersedes and asks the President directly. In the future would ask for President to be added into the group to just observe. Hands-off approach but will make sure everything that needs to be resolved is resolved and would step in if anything happens.

Time extension was called by Mr Sim Liang Kuok. Motion to pass the time extension proposed by Ms Looi Hui Jun and seconded by Mr Daniel Hendri.

Cindy:

- Q: With your 2 years in MAE, did you help the other members with the rally?
- A: Did not help as to not give other people an advantage.

Yin Xian:

- Q: What did your predecessors, the whole of Top 6, do that was not well done and what you can improve on?
- A: There was miscommunication between the Top 6 and main committee members. Would have the Top 6 be tightly knitted, to make sure that the voice is for overall students.

Time extension was called by Mr Daniel Hendri. Motion to pass the time extension proposed by Ms Chai Hsueh Jing Cindy and seconded by Ms Looi Hui Jun.

- Q: As an elected President, what would you bring to this position that would help promote growth within MAE Club and the students around you?
- A: Previously played supportive roles and interacted with a lot of subcommittee members from other portfolios. Will now be supervising the main committee members instead of subcommittee members, will bring into MAE Club his knowledge can give advice being the only one with 2 years of experience in the main committee of MAE Club.

Gina:

- Q: There is a fine line between a hands-off approach and not caring at all. How do you ensure that your hands-off approach is not taken as a disregard? And how to bridge the gap between the hands-off approach and bond with your members?
- A: Especially with internship, it is easy to use being busy as an excuse, but would still want to make sure that the student voices are heard; Want to make the Top 6 and the main committee members feel that they are being guided. The point of hands-off approach is not to distance away from club but to let the Top 6 flourish their leadership style and encourage portfolio officers to ask more generously during semester 1. That way can ensure that the officers and Top 6 know what they are doing. It is not to disregard but to empower.

Motion to pass speaking rights to next candidate was proposed by Mr Soh Wai Kit Michael and seconded by Ms Goh Yi Min.

A short break was called by Lim Qian Ying Gina, motion to pass the short break proposed by Mr Daniel Hendri and seconded by Mr Sim Liang Kuok.

6.	<p><u>Nominee for Vice-President (Social)</u> Candidate Name: Muhammad Yasir Khan S/O Zareef Khan Proposer: Goh Yi Min Seconder: Anna Lee An Yi</p> <p><u>Speech</u></p> <ul style="list-style-type: none"> • Y4 ME, and thanks audience for coming. • 2nd year for online rally and in MAE Club for almost 3 years. • Joined as a subcommittee member and have a passion and love for sports. • Following year decided to run as Sports officer. • Past experiences includes Student Council President in Secondary School and Project Director of Ngee Ann Polytechnic Leo Club. • Good team player, open to criticisms and believes in self improvement. • Active contributor to MAE Club and have been through and planned every single sports events. • Group Leader for Initium Purple Clan and was awarded best GL for purple clan. • Journey In MAE Club was fun and rewarding. • Had opportunity to work with closest friend and met new friends that will treasure for life. • Thankful for friends made and is the reason why he wants to run for VP. • Aims to spread energy and allow everyone have the same experience. • Make more beautiful memories with everyone. • Wants to work with more like-minded individuals and work on self-improvement and contribute back to MAE Club. • Flaw in previous committee is that it doesn't have a well-received feedback system. • As sports officer, he did trickshot challenge, which was not well received due to a lack of publicity. • He is also welcome to criticisms from main committee and subcommittee members. • Aims to get feedback from general student population and work upon feedback as a VP. • Want to propose change for the future. • Converse as much as possible with main committee members as last year was not communicating that well. • Suggests for more collaborations between portfolios. • Good example is sports and events which pulled off MAE 40th Anniversary Sports event, which was well received. • Can have other collaborations such as with Special Projects. • Wants to join back and inspire others to step out of their comfort zone. • Wants to break out and push out of shell to be a better person. • Wants to help everyone grow as a team. • Care not only about individual but team goals. • Don't count the days, make the days count. Everyday should be opportunity to improve, think about everyday as an opportunity to go. • Communication is a key part for working together in the committee. Another problem, was a lack of CLEAR communication between portfolios. • Wants to be the bridge between portfolios and committees. Breakdown walls of communication between portfolios and top 6. Have a clear communication route. • Make it a point to be the bridge for clear and effective communications. Hope to spread to other committee members so that they will not be afraid to speak up. Believe that communication is a key factor to work together as a team.

Question and Answer

Beon:

- Q: What kind of events or ideas do you have to enhance experience that MAE students have? What can you change to improve on that?
- A: Role is to oversee social events. One way is to juice up cash prizes due to funds. Events are going towards to more online platform, cost can be reduced for logistics and go to prizes. Fun to participate in escape room challenges. Prizes will have enough influence to attract students to participate in events. Aggressive in emails and Instagram publicity.

Ayush:

- Q: With respect to plans for inter-portfolio games, do you have plans for inter-portfolio games.
- A: Always open to collaboration with other portfolios. Example sports with OCEP which is an opportunity to get closer to each other. Did not interact much with other portfolios as Subcommittee member. Achieved goal as Sports Officer to collaborate with other portfolios. Wanted to do a charity run, and money contributed can go to beneficiaries. However due to many changes to social distancing rules, it is very challenging, as there are restrictions in planning group events. Be flexible with any decision that comes his way. Open to discuss with other top 6 members. Communication is very important and will not force, but propose and is willing to accept feedback.

Jie Ying:

- Q: Any initiative in mind for the student body?
- A: Sports is a physical activity, which can be difficult. Need to think of ways to promote sports to MAE student body. Use social media to reach out to more students. If given an opportunity, he would want to work more upon sports initiative. Own initiative is to introduce sports through social media, example members filming themselves playing sports and teaching how sports work. Propose more online social events such as escape room. It might be difficult to pull off online orientation, but think of more ideas to make it more engaging like teaching GLs on how to do the games and gain inspiration from the ideas of others. Think of what is the best for MAE Club.

Hui Jun:

- Q: How to refocus energy on other portfolios as a VP, and how to not step across boundaries to impose idea?
- A: Adaptable person, can even though he can sound imposing, but personally is not an imposing person. Will communicate with them to resolve differences and work towards greater good for the events. Do not want to have any discord with anyone. Take a step back, look at situation and access it. Is a self-conscious person, and open to criticisms. Will not have friction between members. Knows his boundaries as VP (Social) and will oversee events and ensure that it is being run smoothly

Jie Ying:

- Q: If you and the president have very different opinions, how so you solve it?
- A: Was once a president for student council and subsequently project director for NP Leo Club. Knows how it feels to be at top and bottom. Open to all kinds of opinions and ideas. Take in, process, and give feedback. Will compromise with other party. When it comes to working in a group, communication and adaptability is important. Willing to understand and learn about personality. Important to know

how each stakeholder works and adapt to them. Make things work by compromising.

Ayush:

- Q: How will you deal with your portfolio officers go on internship?
- A: Depends on the nature of internship. It will be a challenge to work with people on internships. Internship is part of curriculum, one have to understand it is something that they need to do. Respect responsibilities of commitments. People have priorities, cannot impose on someone. Need to be understanding with the situation.

Cindy:

- Q: Why did you run for VP and not P?
- A: Believe that running for VP is the best role, as everyone have their own priorities. Being in VP (social) fit in well with him. He wants to be an anchor instead of being the face of the team. Work better with a team backend. Not comfortable being the face of the club. Choose role that he believes he will do well in.

Jie Ying:

- Q: What is your approach on how you will be supervising your portfolios?
- A: Not involved in events for OC and Events. Contact previous year's portfolio to see if they are ok to join back whatsapp group and provide inputs of how things are run. Understand there might be concerns for confidentiality. Made it a point if it is something urgent and confidential, the current portfolio heads can go directly to him. Can ask previous year's officers for advise on how portfolios are ran. Will be approachable and will not turn portfolio heads away if they need help.

Chan Hong:

- Q: What is one thing you could have done better as a sports officer and how will you bring it to your role as VP (social)?
- A: Failures as sports officers, is to get previous Subcommittee to be bonded. Sports takes pride in being physical events. Main passion was to play sports, not into e-games. Huge challenge to get them to be bonded together as it is difficult to communicate without shared interest. He will be more proactive to initiate more activities and communicate with Subcommittee members. Recognise failures. Make it a point to improve on bonding and be more proactive, start more group activities with portfolios and top 6 to create an inclusive MAE Club committee.

Gina:

- Q: How would you resolve conflict between portfolio and president?
- A: Important to get 2 groups together. Get them to face each other directly. Need to attack the root of the problem. Can be mediator and ensure you direct opinions to the person that you have problem with. Must be willing to open up and speak your mind. Should have directness and not be afraid to voice out opinion. Hopefully will resolve conflict.

Motion to pass speaking rights to next candidate was proposed by Mr Moitra Ayush and seconded by Ms Ramachandran Poornima.

7.	<p><u>Nominee for Vice-President (Academics)</u> Candidate Name: Sim Liang Kuok Proposer: Clement Siew Fook Hui Seconder: Theodore Tan Jun Hao</p> <p><u>Speech</u></p> <ul style="list-style-type: none"> • A year 4 Mechanical Engineering student and was previously the Sports Officer; Has many meaningful experiences and insights with other portfolios. • Worked with other schools, project management skills developed during the term as a Sports Officer. • Is now better equipped with all the random changes of Safe Management Measures. • Finds it meaningful to be part of the process, want to try something new and challenge oneself • Wants to inject social element into Academics. Goal: Wants to ensure portfolios have clear direction and the events have a certain standard. • Will prepare Officers for any uncertainty • Wants to be treated as a friend so people would not be afraid to speak up • Values open communication, so that Officers know that they are not working alone but working together to help MAE Club. • Initiative in mind: Special Projects' robotics project plus Sports' football. Especially in this COVID-19 situation is apt as robots can be controlled using a controller. • However, does not think that there should be new initiatives, as previously introduced initiatives, WoMAEn and MAE Ambassadors are still new, should further develop the 2 new initiatives first. • Wants to give back to MAE Club; Goals are to have good direction, open communication, and a good foundation before doing anything else. • View on transitioning from virtual to physical events: Should have events planned out properly with both physical and virtual plans. • Adds that new initiatives may cause current initiatives that the students are largely interested in to disappear. <p><u>Question and Answer</u></p> <p>Ayush:</p> <ul style="list-style-type: none"> • Q: If there is a conflict between one of the portfolios you supervise and another portfolio supervised by another Top 6 member, how would you go about resolving the conflict? • A: Ultimately the goal is for the MAE Club, if the committee is working in the best interest of MAE Club, then there would be a solution. The goal should be making MAE Club better. <p>Jie Ying:</p> <ul style="list-style-type: none"> • Q: In your speech, you mentioned to have the Officers treat you as a friend. How would you ensure that they will not overstep the boundaries? • A: Talk to them, ensure interest lies in the club rather than their portfolio, show them the line. Would personally talk to them face to face.
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- Q: Can you share with me any challenges you might face as the Vice-President (Academics).
- A: On the portfolio level: There may be many restrictions. For example, Special projects talking to the beneficiaries, when things have a turn, they might not have a backup plan. In this case, will have the portfolio head prepare a backup plan and also prepare for different scenarios.
- Q: Can you share with me on how you are going to develop your officers?
- Hard skills no but working experience can help them to become versatile so that they can be prepared to handle the different kinds of situations; Maintain open communication, always be involved in their meetings, talk, and check up on them regularly.

Emily:

- Q: With regards to setting a standard for supervising portfolios, what kind of standard will you set?
- A: Ensure events are done ahead of time, to finish everything as soon as possible, make sure that everyone talks to each other; Open communication, else the outcome will not be productive; Maintain open channel of communication between the officers.

Chan Hong:

- Q: What if the portfolio is constantly missing deadlines and not meeting standards? What will you do in this case?
- A: Check and understand why this is happening, step in and help them out but on a case by case basis.

Hui Jun:

- Q: You are from sports background. Some academic events are different, how can you adapt to the changes?
- A: To see the goal of the event, it does not matter if the event is a Sports, Student Affairs or Special Projects event, the outcome of the event is different. Would find solutions that matches the outcome.
- Q: What are your weaknesses?
- A: Can be a little impatient at times when someone cannot understand something supposedly simple. Will try to understand why that is the case and take a deep breath. Also works in the wee hours, will shift body clock back to normal.

Ayush:

- Q: How will you ensure that the voice of Aerospace students is heard as the supervising Top 6 of Student Affairs?
- A: On the notes level, professors decide when to post his notes, will look into the root cause of the problem. If can be solved, will use social media to address the issue. If students still feel that they cannot be heard, can have people stationed

during open house to gather students' questions from the Aerospace students and address them.

Gina:

- Q: Do you think that being the Vice-President brings you further or closer to the student body?
- A: Even without physical feedback can still gather feedback through online means.

Emily:

- Q: What do you think you can do better than your predecessor?
- Heard from previous officers that the predecessor did a great job. Can be more involved in the planning, would like to understand the planning thought process, not in a micro-managing way but understand how things would flow.

Gabriela:

- Q: What do you think you can do to better manage your portfolios given this is your Final Year Project year?
- A: Taking less Academic Units this year, been an officer before, understands the different time frame and challenges.

Yasir:

- Q: Is there something you hope to do differently this year?
- A: Communicating better with subcommittee members, to understand them better, talk to them on a more personal level. For example, if a member starts disappearing due to exams etc.

Gina:

- Q: How would you safeguard the academic interests of the MAE students, without being biased?
- A: Go up to them in a friendly manner and ask them what is going on, obtain feedback in general for both parties, look out for the good and the bad in the situation.
- Q: Is there anything you can personally do to broaden your vision to beyond the 10-20 students?
- A: Have a feedback form to see general consensus of the MAE students.

Jie Ying:

- Q: Where would you draw the line between micromanaging and supervising?

	<ul style="list-style-type: none"> • A: On the decision level, influence them but not making any decisions for them, as ultimately, they are the ones who are taking care of the subcommittee members. • Q: What goals do you have in mind for your supervising portfolios? • A: For Student Affairs, hope that they can be on the ball; For Special Projects, hopes that they can organise events they want with the desired outcome as they do not really have a strong direction at the moment. <p>Jona:</p> <ul style="list-style-type: none"> • Q: How is your role as Vice-President important to help rest of portfolios and the President? • Managing instead of being on the ground and executing the event. Will have outsiders view on the different working styles, planning and outcome. Clearer picture of what each portfolio wants to achieve. Align the goals for everyone. <p>Ayush:</p> <ul style="list-style-type: none"> • Q: why did you not run for President? • A: Personally, feels being president requires focus on external affairs as well, to be the representative of MAE Club, want to focus more on internal side of things as due to COVID-19 things can transition differently. Want to help portfolios deal with the different situations. Want to mainly focus on internal. <p><i>Motion to pass speaking rights to next candidate was proposed by Mr Mohammad Yasir Khan S/O Zareef Khan and seconded by Ms Sng Jing Hui Gabriela.</i></p>
8.	<p><u>Nominee for Honorary General Secretary</u> Candidate Name: Ramachandran Poornima Proposer: Jain Kshitij Seconder: Kushwaha Titisha</p> <p><u>Speech</u></p> <ul style="list-style-type: none"> • Y3 ME Student • Being in committee able to work for the welfare of students • Witness the impact the club has on students • Have to take top leadership position to apply skills learnt and grow as an individual • Interact and bond with other individuals • Open-minded, strong work ethics, organized and detail oriented. • Position mostly involve admin and record keeping • Being in top leadership position, more than just admin but have to establish coordination between portfolios • Goal for MAE Club is to get closer to MAE Student Body • Help break hierarchy of MAE Club • Hopes to add on to better publications and align with other top 6 officers. • Hopes to amplify the motto of MAE Club – MAE Without Strangers • 3rd Year in MAE Club, have learnt how to work with individuals • Work with others and achieve a compromise.

- As Honorary General Secretary, it is important to have good rapport with external authorities.
- Previous position as co-off of PnP gave skills that is applicable to Honorary General Secretary
- Communicating with student body in a more formal tone, but still achieve the goal of allowing students to be heard.
- If things become physical, adds responsibilities to job scope as there will be venue bookings.
- Organised modern united nations, sourcing sponsors and getting good venue, organize merchandising.
- Understand that other aspects such as logistics is important for bigger event.
- Will work closely with HRO, especially for Christmas event
- Will make it more fun for MAE members.
- WoMAEn align with her values and will work closely with school to develop WoMAEn
- Past experiences moulded her to be an organized team member and these will fit well as Honorary General Secretary
- Add on that, supervising PnP is crucial as she is able to help oversee PnP and add on with her experiences.
- One thing to do better is to work closely with woMAEn strive other to establish connections and rapport with student body.
- Have mutual understanding between club and stakeholders
- Wants to develop as a leader.

Question and Answer

Darren:

- Q: It is understandable that there will be many events going on throughout the year, some might have last minute changes. How will you manage?
- A: Not new to last minute changes. Worked closely with many other portfolios, had instances of receiving last minute information. Quickly adapted and met specifications. Will finish job earlier in anticipation of last minute updates.

Cindy:

- Q: What are your goals and objectives being Honorary General Secretary.
- A: Make sure student body's voices are heard and increasing publicity for events as PnP. Now take a step further, to work with student body as well as PnP. Amplifying students voice and ensure they are heard, align with other top 6 officers Inculcate MAE without strangers in the club.

Darren:

- Q: How will you work closely with different portfolios
- A: Will not be working directly, as it will be overstepping. Be well-informed of other portfolios and understand how her supervising portfolio and herself can support the rest.
- Q: What if committee refuse to meet deadlines.
- A: Give benefit of doubt, understand why not? Give them a deadline and coordinate with affected teams. Make them understand that not meeting the deadlines will have repercussions. As a leader, she will step up and set an example by meeting own deadlines.

Ayush:

- Q: How are you planning to deal with the exceptionally small PnP portfolio?

- Last year managed with 7, hence this year she will also be able to manage. Biggest challenge is to utilize the subcommittee members properly. Delegate out work and allow subcommittee members to give additions especially when PnP work is open and artistic.

Liang Kuok:

- Q: By breaking hierarchy, this will open yourself out to student body. What if there is a lot of people from student body coming to talk to you?
- A: It will be overwhelming and will not know how to manage. Important to know how to balance. If it becomes overwhelming, have to take a step back and re-evaluate what is more important to address initially.

Yasir:

- Q: If you are in a position that you are busy and cannot fulfil commitments. How would you tell person you are busy if they request urgently for something.
- A: Organised person, do make intense plans to cope with classes and activities. Hope that it doesn't occur, but if it happens, important to take a moment to breathe and instead of giving up. Send a polite email to ask for extension.

Ayush:

- Q: How will you deal with commitment to MAE Club with internship next semester?
- A: When things start building up, will establish and understand roles in-depth. This understanding will live up to responsibility even when on internship. Will still prioritize MAE Club as both are important.

Gina:

- Q: How do you think being Honorary General Secretary is different from you being a Co-officer in terms of leadership?
- A: Moving up a few levels of leadership from doing most stuff yourself to delegating out most stuff. Role is more important as compared to co-officer. Have not only think about portfolio, but even student body. Have to start initiative. Set example on how to be a leader and others will follow. Carry forward initiatives that resonates with her.

Chan Hong:

- Q: Do you have any new initiative?
- A: No new initiative in mind. Taking forward current initiative is main priority. Collaborating and getting more ideas will be next but focus still on current initiative and make sure they are well-established and carry forward this year as well.

Hui Jun:

- Q: What lessons have you learnt from being a co-officer that you can bring into Honorary General Secretary role.
- A: Biggest lesson and regret is to challenge ideas and wish she could have spoken up. Even if it is someone with higher position, she don't feel the same way, she hopes to be able to express and stand with what she believes in.
- Q: How do you think you can work together with HRO to plan for events?
- A: Believe that Human Resource Officer and Honorary General Secretary will come together to plan bonding events. Opportunity to work together the events bring everyone closer. Bond was lacking, want more in 40th. One of the ways that can aid Human Resource Officer in getting people to bond together.

	<p>Chan Hong:</p> <ul style="list-style-type: none"> Q: How will you attract people to join Christmas event since it does not have a good turn out rate in previous year? A: People might find tiktok dances entertaining. It will be great to have physical christmas party. Have not yet thought about the exact details and events for christmas party as it is still quite far away. <p>Hui Jun:</p> <ul style="list-style-type: none"> Q: Being Honorary General Secretary, you need to be constantly online to answer questions. However you seem to be pre-occupied with other things as co-officer. How will you tackle as Honorary General Secretary? A: It is important to have work life balance, which everybody will strive for. Will definitely still be maintaining a good work life balance. Do understand of her responsibilities of her position and will learn from past mistakes and be more available. However it is also important to have balance. <p>Yasir:</p> <ul style="list-style-type: none"> Q: What are some weaknesses that you can identify for yourself, and improve upon? A: Don't like uncertainty and change. Actively trying to stay above herself. Example is to challenge herself to take up higher leadership position. Gets a little flustered when too many things start coming. Tries to maintain by being an organized person. <p>Ayush:</p> <ul style="list-style-type: none"> Q: How will you ensure you can avoid mistake when you send out mass emails? A: This is an issue faced by PnP. Did go through mistakes for a few times and had to take down posts. Learnt from that and go through information more than twice. Might get annoying if emails are being recalled and resent and students might not read if they keep doing it over and over again. <p>Gina:</p> <ul style="list-style-type: none"> Q: As a co-officer, you had a top 6 that is supervising, is there any issues or friction? How would you reflect on that and make improvements? Did enjoy being supervised by top 6. Improved on recognizing what type of leaders people are. Appreciation is a key motivation and will give credit where its due. <p>Chan Hong:</p> <ul style="list-style-type: none"> Q: How will you handle conflicts your supervising portfolio has with other portfolios? A: Important to listen to both ends of the story before jumping to conclusions. Neither of the side feels blamed for what happened. Important to point out flaw, make sure criticisms are more constructive <p><i>Motion to pass speaking rights to next candidate was proposed by Mr Sim Liang Kuok and seconded by Ms Lim Yan Ting, Emily</i></p>
9.	<p><u>Nominee for Human Resource Officer</u> Candidate Name: Sng Jing Hui Gabriela Proposer: Davyn Lau Jin Hong Seconder: Tan Jun Jie Benjamin</p> <p><u>Speech</u></p>

- A year 3 Mechanical Engineering student. Never thought of running for this position; Is an extroverted introvert, finds it challenging to be involved with people; Wants to step out of comfort zone.
- Was the Special Projects Officer last year, wants to improve people management and interpersonal skills and learn how to manage portfolios with restrictions.
- Was exposed to people from various walks of life, would maintain heart to heart talk should they require.
- Would ensure every member works together, giving them recognition; Encourage bonding not only within portfolio but also the entire MAE Club.
- Kickstart planning a small bonding session, for example Zoom dinner meeting; Get Top 6 involved at the start, and to make the small bonding sessions a more regular thing in the long run.
- Open to members approaching and will provide help and assistance where required.
- Was involved in the planning of Subcommittee Appreciation Night, has the first-hand in planning events for subcommittee members.
- Wants to learn how to be a better listener and how to manage a larger group of people; Wants to make more friends, socialise and make this club more attractive to attract more people to join.
- Puts in the effort to get to know her subcommittee members, and they will and talk to her about their problems.
- Proposes weekly timeslots where people can just talk to her, if responses are good can adopt a system to expand. Would like to start with her supervising portfolio first.

Question and Answer

Emily:

- Q: How do you think you can manage to connect with so many people and juggle your schoolwork at the same time?
- A: Currently on internship, which coincides with the starting phase of the academic year. Might not be as involved with things happening in school but during internship, would not be burdened down by schoolwork, rest of the time can prioritise and do MAE Club related things. Would want to learn how to connect with people, and time management. Would weigh importance and cater some allowance from worktime. Is the type who cannot say No to people.

Daniel:

- Q: What do you foresee to be your main challenge and how do you plan to overcome?
- A: Bonding, getting people to be more involved in events, however whether the members want to turn up is ultimately their choice; Start small and encourage supervising portfolios to come first and then through word of mouth. Small dinner groups, forge a little bit of friendships then expanding to more people through mutual friends.

Ayush:

- Q: What is something you wish to improve from your predecessor?
- A: Response time is important, because once the timing is over people might not want to say again, being in the moment is vital.

Liang Kuok:

- Q: How would you find a balance between Logistics and Human Resource Officer because they focus on different things?
- A: Liaising with other portfolios and act as the support for MAE Club, confident that communication would not be a problem. Set up meeting so there would be no communication gaps, look for other Top 6 members for help if required. Have to be organised, planning should be done sufficiently; With planning nature can provide novel ideas for the Logistics portfolio to better manage their logistics.
- Q: Since you are on intern, there are times where you need to come back to school. Will this be a challenge?
- A: Currently on alternate work from home week basis, able to come to school. Voice out beforehand instead of having last minute collection, with the booking form proposed by the running Logistics Officer.

Hui Jun:

- Q: How do you think we can enforce the CCA transcript?
- A: Mention at the start the details required, information could be better relayed to the officers if they have the directories and instructions on how to go about doing it. Reduces the need for back and forth.
- Q: How would you develop leadership in committee in terms of mid-term review?
- A: Mid-term reviews are good, get to know what is going on, hopes to do it more regularly, not just for the officers but for the entire MAE Club and including the subcommittee members.
- Q: How do you react when you are stressed?
- A: Will panic but will try her best to calm down and breathe more, with reminders from friends and other members she is more aware now.

Ayush:

- Q: Do you have plans to improve turnout rates?
- A: Smaller groups of meet-ups, members will be more inclined to join no matter within or outside

Jie Ying:

- Q: What would you do if the request from the student is too overbearing?
- A: Have to gauge, if able to handle then will handle, else will inform the student that she is unable to fulfill their request but will still provide them an alternative.
- Q: Apart from bonding, what else you can bring to the table as a Top 6 member?
- A: Making people feel comfortable, at home and have a sense of belonging towards MAE Club; Make people feel that their voice is heard.

	<ul style="list-style-type: none"> • Q: How would you resolve the issue if there is a very serious conflict between the Vice-Presidents and the President? • A: If it is just between 1 Vice-President and the President, will get the other Vice-President involved, if not will step in to listen to the involved parties and be impartial. If the issue is big and gets out of hand, will get the entire Top 6 involved. Believes that there with more voices there would not be any bias when solving the issue. <p>Benjamin:</p> <ul style="list-style-type: none"> • Q: How to you react to difficult people? • A: Will let the portfolio heads talk to the people first, after that, the supervising Top 6. If members feel the issue is personal to them and do not want to talk to so many other people, can come and talk to her. Talking things out is the number 1 thing, if she feels uncomfortable, will get the other Top 6 members to handle, getting minimal people involved is the best course of action. <p>Gina:</p> <ul style="list-style-type: none"> • Q: How practical or feasible is it to bond the entire committee? • A: Quite practical, still have to open yourselves up to different people, feasibility wise may be hard but with consistent effort it will work out. But at the end of the day, it is still up to the members whether they want to turn up for the event. <p>Jie Ying:</p> <ul style="list-style-type: none"> • Q: If the start small plan fails, do you have a backup plan? • A: Have not really went in-depth to come up with a backup plan but can find out how the Honorary General Secretary feels and if they have any other ideas. <p><i>Motion to pass speaking rights to next candidate was proposed by Mr Sim Liang Kuok and seconded by Ms Lim Yan Ting Emily.</i></p>
10.	<p><u>Nominee for Financial Secretary</u> Candidate Name: Yap Zhi Han Darren Proposer: Ong Zhen Yu Seconder: Vincent Chua Zheng An</p> <p><u>Speech</u></p> <ul style="list-style-type: none"> • Final Year student, been with club ever since first year. 38th Events Sub-committee, 39th Events Officer. • Equipped with important interpersonal skills – teamwork, • Sense of responsibility – manage sub-committees and ensure everyone contributing • Take role of financial controller to manage club finances, exposed to working with different portfolios • What makes me suitable? • Accountability – finances and budgeting of club

- Use allocated funds
- Clear about using funds as events had to budget and finance allocation for events
- Ability to respond to different situation
- Exposed to many situation – different approaches to handle events
- Did not have enough funding for prizes, request from SAO, SAO strict on budgeting
- Justifiable to have more funds for events, decided to tap on external sponsors
- Found sponsor and terms within means, able to sponsor amount for event
- Have ability to adapt to situation to find better solution.
- Not everything will go as planned
- Role as financial controller will give transparency when needed
- Believe that past experiences in the club makes it a valuable asset
- Can deliver what is needed.
- More interested in finance than engineering
- Experience working sponsors in events
- Versatile member in MAE Club.
- Past experiences will also help oversee business manager portfolio
- Job as financial controller will be budgeting, working and managing business manager portfolio more
- Will also handle sponsorships

Questions and Answers

Sharon:

- Q: What if the president wants to misuse club funds to buy something for personal use.
- A: Personal use of club funds are strictly not allowed even if it is the president. Will talk to the president to ask why the club funds were used to purchase things for personal use. The school might be involved if the president does not want to compromise.
- Q: The committee members may forget that the financial year is closing. How to tackle this matter and help avoid them forgetting about this?
- A: Believe each and every portfolio head should be educated on claims procedure. Will educate them on the claims process and will not be an issue.

Yasir:

- Q: What is one weakness that you have that you feel that you should improve on?
- A: Focus too much on details. Work in finance job, trained to look into very specific policy documents/details. Take more time to complete a task. This may be a blessing in disguise as looking into the details will allow the funds to be allocated properly.

Ayush:

- Q: How do you vet the sponsorship to see if they fit with MAE Club's philosophy
- A: Have to look for sponsors that will benefit club or student body. If it benefits the club, sponsors would be able to give us what we need with reasonable terms. For example, for the student body, food/drinks and educational programmes.

Daniel:

- Q: Given your commitment for job and studies. How do you plan to manage your time?
- A: Not an issue as when took up roles as events officer, had 20+ AUs and Internship. Have to juggle all these with part time job. Clear academic stuff in the daytime, clear job and club matters in the evening. It boils down to time management and can replicate results this year.

Hui Jun:

- Q: How to ensure fairness in decision as you are working as a financial representative? (Sponsorship has conflict of interests)
- A: Last year, had sourced for 2 different sponsors. Decision made has to be the best for the club and not for myself and the company. Allowed both companies to talk with the club and, allowed President and business management portfolio to decide which sponsorship to go through with. Look at terms to ensure they are fulfillable and have realistic terms & conditions.

Emily:

- Q: How to handle situation when a particular portfolio overspends the budget given.
- A: It is a possibility and a big concern. Will step in to liaise with school and SAO to justify for the overspendings. Responsibility to ensure that all portfolios know their allocated budget and seek approval from financial secretary before proceeding to procure the items.

Hui Jun:

- Q: How will you allocate the extra funds from sponsorships amongst the portfolios?
- A: Hard to say currently. Decision will be based on the workplan provided by the respective portfolios. Will look into each event that they want to do and if it is justifiable. Once know more in depth, then able to split the funds.
- Q: Sponsors have been bullying us for the past few years, changing the terms & conditions one-sidedly. How to protect MAE club as a financial controller?
- A: Work more with past sponsors which are also trusted sponsors. When sourcing for new sponsors, can work with other clubs and committees for example, union & halls, to see what sponsors they have worked with and ask for recommendations.

Aditya:

- Q: How would you deal with a situation that someone has tampered with the receipt? Would you submit it or how do you go about getting the real receipt?
- A: Bring the matter up to the portfolio heads and get hold of the original receipts (e.g., quotations from vendors). If it is not applicable, claims will not be able to be processed for the tampered receipts. Matter will be brought up to the top 6.
- Q: How will you balance deadlines which committees need to submit receipts and the need for them to take the time to buy and plan for events.
- A: When overseeing so many portfolios at once, a system to track expenses have to be established. It allows everything to be monitored at one go, thus advising accordingly.
- Q: What would you do if there is a mistake in printing which results in a refund?
- A: Go back to vendor to check what is wrong and get a reprint. If vendor allows for a switch, a collection point will be set to collect wrong goods to send for exchange. If an exchange is not possible, will have to refund the students. To make up for the loss of funds, cash sponsorships would be the next option. Business management portfolio are to help the club by organizing events like merchandising.

Yasir:

- Q: As a top 6, you will not only be managing finances. How will your character fit in and why it is a good fit to lead a portfolio?
- A: In order to achieve goals, good leadership roles have to be in place. Past experience leading events will benefit top 6 position as a financial controller would be leading 2 portfolios.

Gina:

- Q: How would you think the rest of the top 6 members can support you in the role as financial controller?

	<ul style="list-style-type: none"> A: A financial controller would have to communicate with a lot of portfolios. As the top 6 are also in charge of respective portfolios, a financial controller would be working together closely with them. Hence, they would play a crucial role in supporting the financial controller's job scope. <p><i>Motion to pass speaking rights to next speaker was proposed by Ms Sng Jing Hui Gabriela and seconded by Mr Sim Liang Kuok.</i></p>
11.	A.O.B There was no other business being raised.
12.	Mr Sim Liang Kuok proposed the end of the meeting. Mr Daniel Hendri seconded the motion. The meeting was called to an end at 0041Hr, 4 th September 2021.

Minutes prepared by:



Toh Chan Hong
MAEC Election Officer

Minutes vetted by:



Lim Qian Ying Gina
MAEC Returning Officer



Lim Jie Ying
MAEC Election Officer

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