

NTUSU OPERATIONS SUPPORT COMMITTEE



WHAT DO WE DO?

The Operation Support Committee (OSC) functions as a supportive arm that assists the day to day activities and initiatives of the Students' Union. We look into enhancing the student experience in NTU by managing and upgrading the Students' Activity Centre, Global Lounge, U-ROC, Bus Stop Noticeboards and U-Lockers.

OSC



KEY EVENTS



WePlay Event 2023



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HOW WE WORK



ROLES & RESPONSIBILITIES (LEAD COMMITTEE)

Chairperson

- **Ensure** that all OSC projects & initiatives are **aligned** with the OSC's **Mission and Vision**
- **Oversee all matters** relating to OSC
- **Work closely** with the **Operations Executive** to make sure committee direction is aligned with the Union

Vice Chairperson (Assets)

- **Produce** monthly **financial statements**
- **Consolidate** receipts and reimbursement **claims**
- **Manages** the Asset division

Vice Chairperson (Admin)

- In charge of **campus facilities**
- Undertake and oversee **renovation and improvement projects** such as for SAC
- Responsible for **meeting minutes**

ROLES & RESPONSIBILITIES

Inventory Officer

- In charge of the **centralized inventory** and **inventory booking system**
- Accountable for inventory item availability and tidiness of the inventory room

Procurement Officer

- In charge of **item procurement** for the Union
- **Source** and **develop** long term **relationships** with **suppliers**
- **Collaborate** with other committees and clubs for the development of **U-Catalogue**

Hospitality Officer

- **Spearhead** OSC events
- Manage **publicity** and event **program flow**
- Oversee UROC **Student Assistant welfare** as well as claims submission

Management Officer

- In charge of the **management** and **maintenance** of SU facilities such as *Athena, Minerva, Metis, SAC, U-Lockers, and Bus Stop Noticeboards*
- Setup event venue audio
- Compile **feedback** and **initiate** campus improvement projects



FREQUENTLY ASKED QNS

Do I need any prior experience to join?

Absolutely not! At OSC, we are all here to learn something new and contribute in our own unique way to support the Union.

What can I learn from joining OSC?

You will be working alongside other Ussociates within the committee which can enhance your organisational and teamwork skills. You will also learn how to organise event logistics, as well as exercise creativity in finding new ways to improve existing Union facilities, or even suggest new facilities which can bring greater vibrancy to the campus.