

ISPE Singapore Executive Committee 2026

WE WANT YOU! The ISPE Singapore Affiliate is looking for new members to join the Executive Committee for the term of Jan 2026 – Jan 2027. If you are interested, please complete, and submit the following form before **30 Dec 2025**:

Click here to nominate!

ELIGIBILITY:

- All current ISPE members are eligible to nominate other members and/or be nominated.
  - Non-members will have to sign up for the ISPE membership at www.ispe.org/join prior to being nominated.
- Please note that if you nominate a person for a position, it is assumed that you have communicated your intention to the nominee, and that the nominee has accepted the nomination.
- Members must be present online or in-person, at the AGM to vote. If you are unable to attend but wish to vote, you may do so by Proxy - please contact us for further details.

RESPONSIBILITIES OF COMMITTEE MEMBERS:

Executive Committee members serve on a voluntary/unpaid basis and are expected to

- Act in the best interest of ISPE and the Singapore affiliate
- Become knowledgeable of the Society's policies and procedure
- Attend at least 50% of monthly EXCO meetings during the calendar year (usually monthly, face to face or via zoom)
- Stay informed and come prepared
- Respond to assignments and communication in a timely manner
- Attend networking functions, events and encourage others to join

ROLES AND DUTIES

Please refer to Annex 1 for a detailed list of available positions and corresponding responsibilities.
Key roles pre-requisite: minimum 1 year's active Exco membership.

TERM:

Each committee member shall hold office for at least 1 year from 13 Jan 2026 and will be eligible for re-election. The position of Chair and Vice-Chair will be held for 2 years.

TIMELINE:

5 Nov - 30 Dec 2025:	Nomination Period
30 Dec 2025 – 13 Jan 2026:	Review and Evaluation by the Nomination Committee
13 Jan 2026:	Election at the ISPE Singapore Annual General Meeting 2026

FOR MORE INFORMATION CONTACT:

Affiliate Manager, Kristina Autenrieth: kristina.autenrieth@ispesingapore.org

Duties of Executive Committee Members

*Key roles pre-requisite: minimum 1 year's active Exco membership

#	Position	Responsibility	Remarks
1	Honorary President*	Chairs all General and Executive Committee meetings; represents the affiliate at ISPE events including regional, US Annual meeting and APAC monthly telecons	2 year term. In their absence, the Honorary President / Vice-President may delegate Chairmanship of any meeting to any Executive Committee member. If there is no delegation, the Chairman to be agreed by the Members present.
2	Honorary Vice-President*	Deputises for the Honorary President in the latter's absence	2 year term
3	Honorary Secretary*	Keeps all records, except financial records of the affiliate: minutes of all General Meetings and Executive Committee meetings, attend to all correspondence of the Society; prepares the Annual Report for submission to the Annual General Meeting. Maintains an up-to-date Register of Members at all times.	1 year term; authorised signatory for bank transfers and payments
4	Honorary Assistant Secretary	Assists the Honorary Secretary and deputises in their absence	Works with Hon Secretary
5	Honorary Treasurer	Receive and disburse monies on behalf of the Society; keep an account of all monies received and paid; prepare the Income and Expenditure, the Balance Sheet for audit purposes and for submission to the Annual General Meeting.	1 year term; works with Hon Auditor & appointed finance executive; authorised signatory for bank transfers and payments
6	Honorary Auditor	Approves the Income and Expenditure, Balance Sheet for audit purposes and for submission to the Annual General Meeting.	1 year term; works with Hon Treasurer & appointed finance executive
7	Second Honorary Auditor	Assists the Honorary Auditor and deputises in their absence	1 year term; works with Hon Auditor, Treasurer & appointed finance executive

Duties of Executive Committee Members

*Key roles pre-requisite: minimum 1 year's active Exco membership

#	Position	Responsibility	Remarks
8	Member Services Committee, Chair	Leads affiliate and ISPE membership recruitment and engagement initiatives; attends and reports back on ISPE HQ membership related meetings and communications	Works with President, VP
9	Member Services Committee, Vice Chair	Assists the Member Services Chair and deputises in their absence	Works with Membership Chair, President, VP
10	Conference Planning Committee, Chair*	Leads annual affiliate Conference & Exhibition programme and event planning; attends and reports back on Conference related meetings and communications	Works with Events Director, appointed Conference Organiser, WIP, Event & Education Committees & SMEs
11	Conference Planning Committee, Vice Chair	Assists the Conference Planning Chair; supports conference planning	Works with Events Director, appointed Conference Organiser, WIP, Event & Education Committees & SMEs
12	Event & Education Committee, Chair*	Leads affiliate event and training activities such as workshops, webinars, training, Technical Tuesday; support Conference planning	Works with Events Director, Conference Planning, WIP Committees & SMEs
13	Event & Education Committee, Vice Chair	Assists the Event & Education Commitee Chair	Works with Events Director, Conference Planning, WIP Committees & SMEs
14	Women in Pharma (WIP), Chair*	Leads affiliate WIP activities and initiatives; join, participate and update Exco on regional and global WIP Committee developments	Works with Events Director, Conference Planning, Event & Education Committees & SMEs Women in Pharma COP
15	Women in Pharma (WIP), Vice Chair	Assists the WIP Chair; deputises in their absence; support and promotes affiliate WIP initiatives	Works with Events Director, Conference Planning, Event & Education Committees & SMEs
16	Subject Matter Expert (SME)	Join, monitor and participate in respective ISPE COP Technical Committees/Special Interest Groups to update Exco; propose and invite speakers for Conference Planning, Event & Education committees for conference, webinars, training, Tech Tuesdays etc	Works with Conference Planning, Event & Education Committee, Events Director https://ispe.org/membership/communities-practice

Duties of Executive Committee Members

*Key roles pre-requisite: minimum 1 year's active Exco membership

#	Position	Responsibility	Remarks
17	Regulatory Affairs, Chair	Join, monitor and participate in ISPE COP Technical Committees/Special Interest Groups to update Exco; propose and invite speakers for Conference Planning, Event & Education committees for conference, webinars, training, Tech Tuesdays etc	Works with Conference Planning, Event & Education Committee, Events Director Regulatory and Quality Networking COP
18	Regulatory Affairs, Vice Chair	Assists the Regulatory Affairs Chair and deputises in their absence	Works with Reg Affairs Chair, Conference Planning, Event & Education Committee, Events Director Regulatory and Quality Networking COP
19	Social Media, Chair	Leads and co-ordinates affiliate social media marketing and posts including but not limited to LinkedIn, Facebook, YouTube channels	Works with Affiliate Manager, Marketing Chair & Newsletter Editor
20	Newsletter Editor	Leads newsletter content and editorial	Works with Affiliate Manager, Marketing & Social Media Chairs
21	Marketing, Chair*	Leads affiliate marketing and initiatives to increase awareness of ISPE and affiliate. Guides social media, newsletter teams	Works with Affiliate Manager, Social Media Chair & Newsletter Editor
22	Marketing, Vice-chair	Assists the Marketing Chair and deputises in their absence	Works with Affiliate Manager, Marketing & Social Media Chairs & Newsletter Editor

Duties of Executive Committee Members

*Key roles pre-requisite: minimum 1 year's active Exco membership

#	Position	Responsibility	Remarks
23	Student Affairs / Faculty Adviser	Promotes ISPE Student Affairs activities, membership in their institution, supports Student Exco to recruit hackathon participants, mentees and guide students on ISPE matters	Works with Student President and Exco; YP Chair
24	Young Professionals (YP) Committee, Chair	Leads ISPE YP activities including mentoring programmes, supports Student Exco to run, recruit hackathon participants, mentees and guide YPs on ISPE matters	Works with Student President and Exco
25	Young Professionals (YP) Committee, Vice Chair	Assists the YP Chair and deputises in their absence	Works with YP Chair, Student President and Exco
26	Young Professionals Committee, Advisor	Supports ISPE YP activities including mentoring programmes, assists Student Exco to run, recruit hackathon participants, mentees and guide YPs on ISPE matters	Works with YP Chair, Student President and Exco
27	YP & Student Affairs Advisor	Supports ISPE YP and Student activities including mentoring programmes, assists Student Exco to run, recruit hackathon participants, mentees and guide YPs on ISPE matters	Works with YP Chair, Student President and Exco
28	Volunteers & Ordinary Executive Committee Members	Support and participate in affiliate activities, regularly attend monthly Exco meetings, increase awareness of ISPE and membership. To assist in the general administration of the affiliate and perform duties assigned by the Executive Committee from time to time.	Attend > 50% of exco meetings