

**SINGAPORE MANAGEMENT UNIVERSITY  
MASTER OF SCIENCE IN INNOVATION ALUMNI GROUP (SMU- MIAG)**

**CHARTER**

This Group shall be known as the “Singapore Management University Master of Science in Innovation Alumni Group”, hereinafter referred to as the “SMU-MIAG”.

**The SMU-MIAS Vision**

To be the go-to Alumni Group for Innovation and Entrepreneurship. This will be achieved through close collaboration with the SMU Office of Alumni Relations (OAR), and through establishment of the SMU-MIAS as a group under the umbrella of the Singapore Management University Alumni Association (SMUAA).



**OBJECTIVES**

The SMU- MIAS’s objectives are:

1. Build and maintain a strong cohesive identity across all cohorts of SMU MI students/ graduates
  - a. To help members be more successful in their profession
  - b. To provide a forum wherein the members can discuss issues of professional challenges and successes
2. Connect and foster personal and professional interactions amongst students, alumni and the community
  - a. To provide a network through which its members can learn and share opportunities and industry practices in Innovation and Entrepreneurship

3. Strengthen the value and brand name of the SMU MI degree locally and globally
  - a. To provide the opportunity for its members to collaborate in providing resources and solutions in the field of Innovation and Entrepreneurship
4. Value-add the Singapore Management University stakeholders and serve the Innovation & Entrepreneurship community in Singapore and the Asian region/ beyond
  - a. To raise the awareness of the wider community about the Innovation and Entrepreneurship

## **MEMBERSHIP QUALIFICATION AND RIGHTS**

Graduates from the Master of Science in Innovation (MI) programme at SMU will automatically be eligible members of SMU- MIAS.

\*Information on voting et al. will be included in due time

## **APPLICATION FOR MEMBERSHIP**

**No membership fees are required at present as long as members have attended the Masters of Science in Innovation Programme by SMU. For voting rights, members will be required to be an SMU Alumni member**

\*Membership for SMU Alumni Members are free, subjected to changes and voting rights

## **ORGANIZATIONAL STRUCTURE**

The MIAS Executive Committee (EXCO), which is to be comprised of office bearing members elected from among the entire MIAS Alumni Group. The four EXCO members will each hold one of the following offices:

1. President: Elfarina Zaid
2. Executive Director- Events / Secretary: Maya Sofhiana
3. Executive Director- Communications / Treasurer: Salman Sardar
4. Executive Director- Industry Liaisons: Daniel Liebau

EXCO members will serve for a term of two years, and all are eligible for a maximum of one re-election in subsequent years up to a maximum of 2 consecutive terms. If interested, EXCO members may rejoin the EXCO following a 1 term break.

Two students from each graduating batch of MI students shall be nominated to join the MIAS EXCO as (Non-Office Bearing) Class Committee Members to facilitate the MIAS succession planning.

The MIAS EXCO can form *ad hoc* working-committees, task forces, etc. as it deems appropriate to carry out their assigned tasks, with the EXCO's approval.

## **PROPOSED ACTIVITIES**

The SMU- MIAS will endeavor to organize at least 3 activities per academic year, which will best benefit members of the Group. Some of the activities may include:

1. **Annual General Meeting (AGM)**

The objective of the AGM is to introduce the (new) committee and plans for the coming year for the MIAS and to induct the graduating batch of MI students into the MIAS.

2. **“Thought Leader Night” (Seminar featuring Innovation/ Entrepreneurial Thought Leaders)**

To discover new insights in the realm of innovation and entrepreneurship from industry experts.

3. **“Talk-Shop” (Industry Talks)**

To establish practical connections for alumni’s and to learn from industry professionals.

4. **“Alum-Night” (Alumni Sharing Seminars/Talk)**

Alumni members or guest speakers could be invited to be part of a panel/ lectures to provide a talks to members interested in their chosen field/topic.

5. **“Social Night” (MIAS Networking/Social events)**

Networking/ social event.

6. **Collaborative Events**

Collaborative events with other SMUAA Groups.

## **ROLES AND RESPONSIBILITIES (EXCO OFFICE BEARERS)**

### 1. The President

The President shall chair all General and Executive Committee meetings. He/she shall also represent the SMU-MIAS in its dealings with outside persons. The President shall also liaise with SMU President/Provost/LKCSB Dean/ Alumni Relations Office representatives for financial matters, partnership matters et al.

They may rule whether a particular motion is in order, else decisions will be based on majority votes.

### 2. Treasurer (Secretariat)

The duties of the Treasurer include the following:

- Keep all funds and disburse all moneys on behalf of SMU-MIAS
- Keeping all account of all monetary transactions and shall be responsible for their correctness
- Keep monetary records and financial statements
- Keeping receipts, carrying out banking errands and accounting for any money transactions.
- Giving EXCO and the Alumni Group Representatives notice of any finance related matters, sponsorship, levies payable, funds acquired.

### 3. Secretary (Secretariat)

The duties of the Secretary include the following:

- Shall keep all records, including financial, and shall be responsible for their correctness.
- Preparing and distributing minutes of meetings.
- Facilitating the inspection of EXCO's documents by an authorized person.
- Convening meetings of the EXCO and the Alumni Group Representatives (apart from the first AGM)
- Carrying out all administrative and secretarial duties for the EXCO and the Alumni Group Representatives.
- Maintain an up-to-date Register of Members with the support of the EXCO at all times.

#### 4. Executive Director (Events)

The duties of the Events Director include the following.

- Organization and Execution of at least 2 events per academic year.
- Lead the delegation of tasks for Events to the rest of EXCO members
- Liaise with Office of Alumni Relations on events related matters including mailing and memberships

#### 5. Executive Director (Communications)

The duties of the Executive Director (Communications) include the following.

- Manage the Public Relations front of the Group, primarily encompassing administration of online channels, namely LinkedIn and Facebook.
- Source for and propose articles to be posted via online channels.
- Disseminate shortlisted articles for publishing via an intermediary platform, e.g. Hootsuite, for vetting and approval of fellow ExCo members before publishing.
- With the support of fellow ExCo members, collectively draft periodic thought leadership pieces to be published on a **monthly** bases across different domains, e.g. IoT, FinTech, Healthcare.
  - These original written articles will serve to demonstrate the expertise and attest to the quality of SMU MI Alumni.
- Recommend articles and link with the SMU MI Blog

#### 6. Executive Director (Industry Liaisons)

The duties of the Executive Director (Industry Liaisons) include the following.

- Liaison to Government, Corporate, SME and Startup Community in Singapore and globally
- Quality Assurance for external communication in collaboration with ED Communications
- Contribute to and oversee Thought Leadership (internal and external) and it's communication through MIAS channels
- Attend to external parties for MI events
- Conduct in manner of integrity and alignment of SMU\_MIAS vision and mission

#### **Disclosure of Interests**

If you are an EXCO member and you are, directly or indirectly, interested in entering a contract or proposed contract with the Alumni Group, you must immediately, after the facts are known, declare the nature of your interest at a meeting of the EXCO. You must not take part in any discussion or vote on any matter related to the contract. You may also be asked to withdraw from the meeting when the matter is being discussed, unless the EXCO requires you to be present to provide information.

Besides the need to disclose any conflict of interests with their duties, EXCO members must also act honestly and use reasonable diligence in the discharge of their duties.

## **MODIFICATIONS TO THE CHARTER**

As this charter governs the MIAS, its chapters, and its EXCO, any changes to its contents must be passed by the MIAS-EXCO with a two-thirds majority vote. Details of the changes will be shared with the Group members within thirty (30) days from the date the vote is passed.

## **INITIAL EXCO MEMBERSHIP**

The MIAS EXCO members representing the MIAS on 1<sup>st</sup> June, 2016 are as follows:

<b>President</b>	Elfarina Zaid
<b>Executive Director (Secretary)</b>	Maya Sofhiana
<b>Executive Director (Events)</b>	Maya Sofhiana
<b>Executive Director (Treasurer)</b>	Salman Sardar
<b>Executive Director (Communications)</b>	Salman Sardar
<b>Executive Director (Industry Liaison)</b>	Daniel Liebau

The above EXCO office bearing members will serve a term of 2 years, until the next year's EXCO elections are held in 2018.

<b>Committee Member (Non-Office)</b>	2-4 Members <i>from current MI cohort or previous batches</i>
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