



Singapore Association of Administrative Professionals

73 Upper Paya Lebar Road, #08-011 Centro Bianco, Singapore 534818 UEN No: S71SS0058A

Tel: 6323 7523 Email: admin@saap.org.sg Website: www.saap.org.sg

9 September 2025

PRES/25-26/Cir01

Dear Members

I am excited to begin this new term as your President, and I am truly grateful for the trust you have placed in me. Together with the new Council, I look forward to working with all of you to keep our Association relevant, supportive, and meaningful for every member.

To kick things off, I would like to share many new updates that we hope will keep you connected in the year ahead.

1. 54th AGM held on 30 August 2025

Members present at the 54th AGM proposed and approved the following changes:

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Clause 28 to read as follows:

“No press releases or public statements shall be made in the name of the Association without the prior approval of the President or an Office Bearer and the Chairman of the Media and Communication Committee.

This includes statements made on digital platforms, interviews, and/or articles bearing the Association’s name or identity.”

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A revised budget allocation of \$20,000 (in place of the proposed \$10,000) for SAAP’s 55th Anniversary Celebrations.

2. Office Bearers 2025/2026

The Office Bearers elected at the AGM for the term 2025/2026 are:

Member of : Singapore Council of Women’s Organisations (SCWO)
Management Development Institute of Singapore (MDIS)
NTUC U Associates (NTUC UA)
Association of Secretaries and Administrative Professionals in Asia Pacific (ASA)



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Position	Name	Membership #
President	Sim Siew Gek	F1251
Vice President	Maria Lorena Zulueta	F1556
Honorary Secretary	Jacelyn Ng	F1632
Honorary Treasurer	June Leow	F1627

The positions of Assistant Honorary Secretary and Assistant Honorary Treasurer remain open. We warmly encourage members to step forward and lend their support to SAAP's management for this new term. Please contact president@saap.org.sg if you are interested. Every helping hand makes a difference!

3. Internal Auditors

The following members were elected Internal Auditors for 2025/2026:

Position	Name	Membership #
Internal Auditor	Patsy Tan	AM0037
Internal Auditor	Ellis Yeo	F1119

4. Standing Committees

The Office Bearers have co-opted the following members to serve on the Management Council:

Position	Name	Membership #
Programmes Committee Chairman	Erna Erlina Md Amin	F1633
**Professional Development Committee Chairman	Geraldine Lee	F1631
**Media & Communication Committee Chairman	Nur Diyana Binte Taha	F1550

5. Help us build the next chapter

We still have a key role open in the Membership Committee. If you're curious or wish to learn more about what's involved, do drop me a note at president@saap.org.sg.

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We're also inviting members to join the Professional Development Committee. Chair: Geraldine Lee (F1631). We especially welcome members with experience or interest in planning educational events, developing course content or partnering with industry experts.

At the 53rd AGM, members approved a budget to revamp the SAAP website. This budget remains available, and Honorary Secretary Jacelyn Ng (F1632) is reviewing proposals to ensure the site is relevant, user-friendly, and future-ready. For this major refresh, we are forming a small work group to join Jacelyn Ng in looking into the proposals.

You may email your interest to president@saap.org.sg, indicating the Committee/area you wish to support (Membership / Professional Development / website).

6. **Board of Advisors 2025/2026

To guide the Management Council 2025/2026 with their wisdom and experience, we have invited three Past Presidents to helm the Board of Advisors, and they have graciously accepted:

Position	Name	Membership #
Immediate Past President	Josephine Kwan Oi Kuen	F1510
Past President	Margaret Chan Wee	LMF0082
Past President	Teo Ser Cher	F1122

7. Acknowledgements

We extend our sincere gratitude to the outgoing Management Council 2024/2025 and Advisory Board for their dedicated service.

8. Management Council Installation Ceremony

Mark your calendars! The Management Council Installation Ceremony (MCI) will be held on **1 November 2025**. The venue and full details will be shared soon, but in the meantime, please keep the date free. Your presence will be a big encouragement to the new council—and a wonderful chance to reconnect with familiar faces.

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9. SAAP Turns 55

Let's Celebrate in Style! Next year marks SAAP's 55th anniversary, and we're planning an unforgettable celebration in July 2026 to honour this milestone. We are delighted to share that PP Teo Ser Cher (F1122) has graciously stepped up to lead the organising of the anniversary celebrations.

If you're enthusiastic and eager to contribute to this exciting journey, we would love to hear from you! Whether you have ideas to share or would like to express interest in joining the organising committee, please complete the [\[online Form\]](#). Let's make this celebration truly special!

Stay tuned for more updates and get ready to join us in making lasting memories together!

10. Term 2025/2026

I count on your continuing support and connection with SAAP so that, as one body, we can make 2025/2026 another meaningful and successful term.

With best regards,

Sim Siew Gek
President
Singapore Association of Administrative Professionals

*****The names reflect the changes adopted under the revised Constitution approved at the 54th AGM.***

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