



## **Singapore Association of Administrative Professionals**

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PRES/25-26/Cir06

Dear Members,

### **SAAP Constitution**

I am pleased to share that SAAP's revised Constitution was formally approved by the Registry of Societies (ROS) on 13 April 2026.

This marks an important milestone for our Association as we continue strengthening our governance framework and aligning more practically with present-day realities and future needs. The amendment exercise involved extensive discussions, careful review, and collective effort over several months, and I sincerely thank members of the Constitution Committee who contributed their time, support, and commitment throughout the process.

For members' reference, a copy of the revised Constitution is attached to this email. If you prefer to have a printed copy by post, please send your request to [admin@saap.org.sg](mailto:admin@saap.org.sg) with the subject: Request for Printed Copy of SAAP Constitution

### **Strengthening Our Value in the AI Age**

The current employment climate in Singapore is understandably a concern for many members, especially as organisations continue restructuring and adapting to rapid technological change.

Administrative and support professionals are likewise experiencing these changes. However, I believe this period also presents a significant opportunity for our profession to evolve and reposition itself for the future. Many of us may already be using AI today for administrative support tasks such as drafting replies, preparing meeting notes, generating ideas, refining reports, or improving presentations. These are valuable starting points.



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I would encourage members to look beyond routine paperwork and begin exploring how AI can enhance broader professional capabilities and organisational contributions. Today, AI can support admin professionals in areas such as:

- Develop staff engagement initiatives, onboarding journeys, learning roadmaps
- Support marketing and communications efforts through campaign concepts, branding ideas, promotional copywriting, social media planning
- Improve office operations by helping design workflows, SOP systems, procurement tracking and operational dashboards
- Analyse survey feedback and attendance reports, and generate concise management summaries
- Build digital knowledge systems and structured documentation processes
- Produce professional-quality visuals and training materials more efficiently
- Strengthen management support by improving coordination and operational efficiency

The future of the admin profession may therefore no longer be defined simply by paperwork management, but increasingly by the ability to manage information, systems, communication, technology, and workplace effectiveness together.

AI itself may not replace admin professionals. However, professionals who know how to leverage AI effectively will likely hold a stronger advantage over those who choose not to adapt.

My encouragement to members is therefore simple: stay relevant, adaptable, and continue embracing new knowledge and skills as our profession evolves.

Also enclosed with this message is a summary of my President's Message delivered during the APD Dinner 2026, where I shared additional thoughts on AI and the evolving future of admin professionals in the modern workplace.



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### Launch of New Website

Lastly, I am pleased to share that SAAP is preparing to launch our new website in mid-June 2026. Our previous Joomla-based website has served SAAP faithfully for many years. However, over time, the technical limitations of the platform have increasingly restricted the ability to support newer functions, faster performance, mobile responsiveness, and the growing amount of information and resources expected by members today.

The new website is therefore not merely a visual refresh, but an important renewal to better support SAAP's future growth, communication needs, and professional outreach.

Members can look forward to:

- A refreshing modern design
- Faster and more mobile-friendly browsing experience
- Easier access to information and activities
- Introduction of the SAAP Admin Power Toolkit™ featuring practical templates and professional resources

The new website is intended to become a more useful, welcoming, and professional platform.

As always, SAAP continues to operate primarily through the dedication and contribution of working volunteers who serve alongside their full-time professional responsibilities. We therefore deeply appreciate the continued support, encouragement, participation, and understanding from all members.

Please stay positive, continue learning, and remain confident in the value and contribution of the admin profession.

Thank you once again for being part of the SAAP journey.

Sim Siew Gek  
President 2025/2026