



Singapore Association of Administrative Professionals

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2 January 2026

PRES/25-26/Cir04

Dear Members

As we begin 2026, I extend my warmest wishes to you and your loved ones for good health, meaningful work, and continued growth.

This circular shares SAAP's focus for the year ahead and how each of us plays a part in shaping our association's journey together.

Why 2026 Matters

The administrative profession continues to evolve rapidly. Digitalisation, AI adoption, organisational restructuring, and rising workplace expectations are reshaping how administrative professionals contribute, add value, and stay relevant in their roles.

As a professional association, SAAP must remain relevant, agile, and member centred. At the same time, we continue to be a volunteer-led association, sustained by trust, commitment, and shared ownership.

2026 is therefore not just another year; it is a year of consolidation and readiness, as we strengthen our foundation and prepare for the journey ahead, including SAAP's upcoming 55th Anniversary milestone.

A Shared Responsibility

SAAP is not built by the Council alone. It is shaped by every member who participates, contributes, and cares.

In 2026, we invite you to stay engaged, share your ideas, support one another, and take pride in being part of SAAP's journey. Every small action - whether attending a programme, offering feedback, or volunteering time - contributes to a larger collective impact.

Our Focus for 2026

- *Strengthening SAAP's Foundation*

We will continue improving our digital presence, communication, internal processes, and transparency, while upholding SAAP's values of integrity, service, and professionalism.

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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- *Keeping Members Professionally Relevant*

SAAP will offer practical, workplace-ready learning through workshops and trusted collaborations. Our focus includes digital and AI awareness, business and process thinking, communication skills, and adaptability - skills that can be applied immediately to work more confidently and effectively at a higher level.

- *Building Community and Belonging*

Beyond individual events, we aim to foster stronger connections among members through shared learning, conversations, and experiences. SAAP is not just about attending activities, but about growing together as a supportive professional community.

- *Encouraging Shared Leadership*

SAAP is strongest when members step forward in small or meaningful ways to support projects, committees, and initiatives. By nurturing participation and future leaders, we build continuity and resilience for the association.

- *Developing Meaningful Partnerships*

We will continue working with aligned organisations and trainers to deliver quality, relevant, and affordable programmes - guided always by member benefit, credibility, and long-term sustainability.

As we step into the new year, we invite you to renew your SAAP membership if it is due. Your continued membership is a meaningful vote of confidence in SAAP's mission and a vital contribution to sustaining our volunteer-led association. Every renewal, no matter how small it may seem, helps us continue serving the administrative community with purpose and integrity.

With appreciation and optimism,

Sim Siew Gek (F1251)
President, 2025–2026

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