

AYAA STATE REPRESENTATIVE POSITION DESCRIPTIONS



Prepared By The
2019 National Executive Committee

1 Introduction to AYAA

The Australian Youth Aerospace Association (AYAA) is a volunteer-managed, not-for-profit organisation, with the objective of promoting the aerospace industry to young Australians. Managed by a core committee across the nation, AYAA organises and manages a wide variety of activities to help secondary and university students get involved in the aerospace industry and learn more about aerospace careers.

AYAA hosts three major annual events nationally, the Australian Youth Aerospace Forum (AYAF) for secondary students, the Australian Universities Rocketry Competition (AURC), and Aerospace Futures (AF), a conference for tertiary students. The AYAA national committee aims to integrate these events concurrently with students' undergraduate studies and/or events hosted by AYAA.

2 State Representatives

Summary	
<p>The State Representatives are some of the primary faces of the AYAA by organising and running local events in each state. They run a committee of which contains selected representatives from an assortment of institutions to ensure that AYAA possesses a 'network of networks' that will enable effective communication with members of the aerospace industry.</p> <p>Previous State Representatives have run seminars, developed the AYAA membership database, built a local presence in their respective states, assisted Event Chairs (where applicable), and represented the Australian Youth Aerospace Association at local events.</p> <p>The State Representative position is currently open for the states on South Australia and Western Australia, and for the Australian Capital Territory.</p>	

Details	
Reports to	National Engagement Manager
Resourcing	<p>5-10 hours per week</p> <p>Applicants shall bear in mind that State Representatives are required to commit the necessary amount of time to fulfil their duties, which may begin at 1 hour per week and range up to 3 or more hours per week during peak event-promotion times. This includes, but is not limited to, time spent advertising AYAA events during lectures at their respective institution, travelling to secondary schools to promote the association and its activities, disseminating marketing material, organising faculty-wide email distributions, writing event summaries and reports, as well as providing the continuation previous years' events to ensure sustainable growth of the association.</p>

Requirements	<ul style="list-style-type: none"> ● Marketing AYAA’s national events, Aerospace Futures and the Australian Youth Aerospace Forum ● Advertising and assisting with the running of Outreach events locally, and promoting national Outreach endeavors ● Developing and maintaining a local network of tertiary and secondary students ● Strengthening AYAA’s presence and firming people’s awareness of the association through organising local events ● Liaising with members and executives of other aerospace-related bodies, such as the Royal Aeronautical Society, American Institute of Aeronautics and Astronautics, and local university/highschool/tertiary groups ● Continuing and consolidating events and/or traditions that have been established by past State Representatives, including hosting industry seminars, writing policy papers, conducting design competitions, hosting stands at conventions/conferences (e.g. Avalon) etc. ● Managing a state committee to promote the Australian Youth Aerospace Association and its events, recruiting members to secure future growth of the association
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Responsibilities	
Event Management	<ul style="list-style-type: none"> ● State Representatives must organise and manage a range of events. While it is not expected that every state rep has these skills upon starting the role. It is expected that they are able to learn on the job and develop these skills throughout the year.
Community engagement	<ul style="list-style-type: none"> ● State Representatives must seek out opportunities to create and support community engagement events. ● These might include events tailored towards different demographics, with different partners or different stakeholders. The State Representative must be able to balance these requirements and
Industry engagement	<ul style="list-style-type: none"> ● Throughout the year, different events will require different industry presence. From panel events to industry seminars and networking nights, the State Representatives must have an eagerness and capability to grow and contact their network of industry representatives to manage these events.
Leader and manager	<ul style="list-style-type: none"> ● The State Representatives are advised to form a committee in their respective state to help them organise and plan events. ● The State Representative must manage and lead this committee to perform and cultivate a positive culture within the organisation.

Portfolio Members	Portfolio: National Engagement Portfolio Lead: National Engagement Manager Portfolio Members: <ul style="list-style-type: none"> ● South Australia Representative ● New South Wales Representative ● Australian Capital Territory Representative ● Victoria Representative ● Queensland Representative ● Western Australia Representative ● Northern Territory Representative ● Tasmania Representative
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Suggestion For Committee

Committee members lessen the workload for the State Representative and serve as an excellent avenue for discussions, brainstorming and assistance in advertising events, amongst other things. The elected State Representative is responsible for nominating and managing their states' committees, which typically comprises of a Secretary, Treasurer, Marketing Manager and, optionally, a number of Committee Members.

What to consider before applying

Applicants shall note that they must be able to commit to promoting and disseminating information about AYAA's events to their full capacity, as this is one of the major assignments the State Representative bears. They may also be called to represent the association at local events and are expected to be actively involved in aerospace activities hosted by other aerospace-related entities such as the Royal Aeronautical Society and the American Institute of Aeronautics and Astronautics. The State Representative is responsible for managing their local committee.

For further information about this position, please contact your respective State Representative contact. Tristan Ward on tristan.ward@ayaa.com.au