



AUSTRALIAN YOUTH AEROSPACE FORUM

Committee Information Pack

2021

THE AUSTRALIAN
YOUTH AEROSPACE
FORUM





AYAF Committee Information Pack prepared by,
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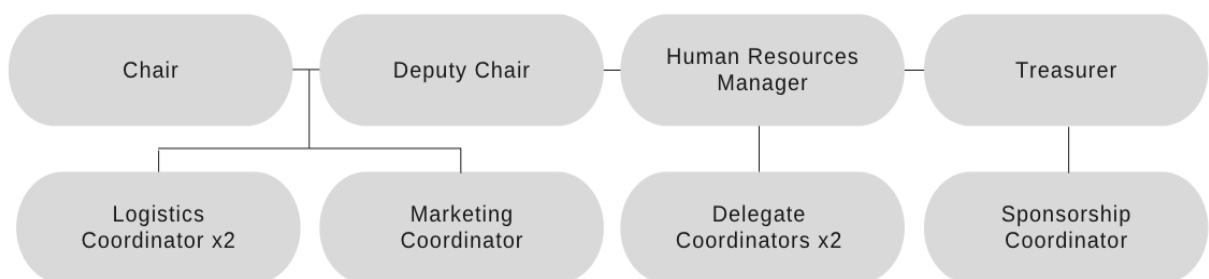
INTRODUCTION

The committee will work together to organise AYAF 2021 which will take place in the June/July holidays. Joining the AYAF committee is a fantastic opportunity to work with a dedicated team to coordinate a unique event which aims to show high school students the pathways available into the aerospace industry. You do not have to be studying engineering to apply. We are looking for enthusiastic people with an interest in the aerospace industry and a desire to inspire the next generation of aviation/aerospace students.

Planning will commence immediately, with increased hours required from committee members before AYAF 2021. All committee members will be expected to obtain a blue card (Working With Children's Check), attend fortnightly meetings during this time, and be easily contactable by phone and email at all times. All work loads are approximate, and will increase in the weeks closer to Forum. All members are also expected to attend AYAF as leaders.

All roles are voluntary and unpaid. AYAA is not able to provide any additional financial assistance for travel, accommodation, and other expenses incurred. If the volunteer is unable to attend, none of the above mentioned benefits are transferable or redeemable for their retail value.

TEAM BREAKDOWN



The position of Forum Chair has been filled for 2021.



DEPUTY CHAIR

The Deputy Chair must be Brisbane based.

Responsibilities and Tasks

- Working closely with the Forum Chair to oversee all committee planning and preparation
- Maintaining regular contact with industry sponsors
- Creating minutes and following up on committee actions
- Scheduling meetings and booking meeting rooms
- Able to act as Chair when they are unavailable

Required Skills

- Strong time management and organisational skills
- Good interpersonal and professional etiquette skills
- Committed and dedicated worker, able to take on tasks as they arise
- Good writing skills

Workload

Average 4 hours per week depending on tasks required. Workload will fluctuate during the preparation period but it is expected that additional hours will be required during the two weeks leading up to the Forum.



HUMAN RESOURCES MANAGER

The Human Resources Manager must be Brisbane based.

Responsibilities and Tasks

- Assistance with processing committee/leader paperwork, Working With Children's Checks, and creating the delegate, leader and speaker handbooks.
- Organising leader and student merchandise alongside the Marketing Coordinator
- Extra roles may be included during the preparation period
- Assist with strategic planning for promoting positive culture at the event

Required Skills

- Good organisational and interpersonal skills
- Proficient in Microsoft Office applications

Workload

Average 4 hours per week depending on tasks required. Workload will fluctuate during the preparation period but it is expected that additional hours will be required during the two weeks leading up to the Forum.



MARKETING COORDINATOR

The Marketing Coordinator must be QLD based.

Responsibilities and Tasks

- Organising and maintaining responsibility for marketing methods such as newsletters, Facebook posts and other social media advertisements
- Maintaining regular social media presence on the AYAF Facebook page and other social media platforms, replying to messages where appropriate
- Liaising with the AYAA National Committee regarding social media use

Required Skills

- Good understanding of social media platforms
- Creative and enthusiastic to bring new marketing/social media ideas to the team
- Good organisational/time management and writing skills

Workload

Average 4 hours a week during the preparation period. Workload may decrease closer to the Forum if all resources are complete but other areas of the committee may require assistance in this circumstance.



TREASURER

The Treasurer must be QLD based.

Responsibilities and Tasks

- Creating invoices
- Developing and maintaining the AYAF budget
- Assisting with key strategic financial decisions
- Liaising with debtors and creditors
- Monitoring accounts and record keeping of all revenues and expenses

Required Skills

- Past experience in a treasurer role preferable, but not essential
- Organised, prompt at responding to requests, experienced in Excel

Workload

Average of 2-4 hours per week for the majority of the preparation period with workload occasionally increasing during bulk invoicing times.



SPONSORSHIP COORDINATOR

The Sponsorship Coordinator must be QLD based.

Responsibilities and Tasks

- Initiate contact with industry/academia for the pursuit of sponsorship
- Work with the AYAF chair on coordinating and executing sponsorship agreements
- Work with the AYAA National Sponsorships Coordinator for a coordinated national approach for sponsorship within the AYAA organisation
- Promotion of available student scholarships
- Working with Delegate Coordinators to select scholarship recipients

Required Skills

- Strong interpersonal, presentation and public speaking skills
- Polite and professional phone and email etiquette
- Good time management and organisational skills and ability to work closely as a team with the Delegate Coordinators and Forum Chair

Workload

Average 4 hours a week, slightly reducing closer to Forum if all tasks are well managed.



LOGISTICS COORDINATOR (2 positions available)

*The Logistics Coordinators must be located in
Brisbane.*

Responsibilities and Tasks

- Organising the day-to-day scheduling of the event
- Liaising with sponsors to accommodate the schedule
- Organising accommodation, room allocations, transportation, insurance, etc. for all activities, speakers and events
- Purchasing resources such as stationary, presenter/speaker gifts, activity goods and other incidental goods
- Main point of contact between industry/academic presenters and the AYAF Committee

Required Skills

- Good organisational and teamwork skills
- Polite and professional phone and email etiquette
- Prior contacts with Brisbane-based University administration/faculty staff preferable

Workload

Average 5 hours per week during the preparation period. Workload will remain steady and may decrease closer to the Forum.



DELEGATE COORDINATOR (2 positions available)

*The Delegate Coordinators must be located in
Brisbane.*

Responsibilities and Tasks

- Maintaining contact between schools, students, student ambassadors and the AYAF committee
- Promoting AYAF to schools through email, promotional materials, phone calls and presentations
- Promptly replying to emails and phone requests
- Assist in the selection process of student delegates
- Create and maintain a delegate database

Required Skills

- Strong interpersonal, presentation and public speaking skills
- Polite and professional phone and email etiquette
- Good time management and organisational skills and ability to work closely as a team with the other delegate coordinator and the Forum Chair

Workload

Average of 6 hours per week, increasing periodically during application processing.

