



A U S T R A L I A N Y O U T H A E R O S P A C E A S S O C I A T I O N

2018 AYAA NSW COMMITTEE POSITION DESCRIPTIONS

Table of Contents

1.0	Introduction.....	1
2.0	Committee Positions	2
2.1	Chair and AYAA State Representative.....	2
2.2	Vice Chair	2
2.3	Secretary	2
2.4	Treasurer	2
2.5	Marketing and Media Manager.....	2
2.6	Events Manager	3
2.7	Industry Representative	3
2.8	University Representative	3
2.9	General Committee	3

1.0 Introduction

The Australian Youth Aerospace Association is a volunteer organisation run by and for the youth of the aerospace industry. Their mission is to connect the youth with industry and share opportunities available in the aerospace community. The National committee works to organise events across Australia to engage and inspire younger generations to pursue careers in STEM and network with both industry and individuals who share a similar passion.

The National committee consists of State Representatives who liaise between the national committee and the aerospace communities active in their respective states. State representatives may also choose to form a state committee to assist them with their duties, which may involve event planning and coordinating, industry sponsorship and contributing to the growth of the AYAA community in each state.

This document presents a description of the roles available to the AYAA NSW State Committee. A general committee will also be encouraged to apply for individuals interested in being involved with the committee but not wanting to pursue an executive position.

2.0 Committee Positions

2.1 Chair and AYAA State Representative

The Chair of the State committee is the current AYAA State Representative for New South Wales. They will perform their duties as outlined by the AYAA State Representatives guidelines. The main responsibility will be to manage the state committee and chair the meetings.

The chair will aid in the organisation and coordinating of AYAA events, in addition to liaising with the National committee. The chair will also be responsible for producing the annual report for NSW with the help of the Vice Chair, Secretary and Treasurer.

2.2 Vice Chair

The Vice Chair will assist the New South Wales Representative (Chair) with the management of the state committee and the coordinating of events. Upon absence of the Chair, the Vice Chair will represent the State committee and aid in production of the annual report.

The Vice Chair will also be responsible for any sponsorship of the AYAA NSW sub-committee. This includes working with the Industry Representative to approach sponsors and liaise with existing ones.

2.3 Secretary

The Secretary will arrange and organise meetings in addition to being responsible for recording and uploading minutes. This will include assisting the Chair with meetings, establishing agendas prior to meetings and identifying required actions.

The secretary will monitor outgoing and incoming correspondence and forward general enquiries to appropriate committee members. This includes tracking actions of committee members and keeping important relevant documentation. The Secretary will also contribute to the annual report.

2.4 Treasurer

The Treasurer for the state committee will liaise with the Treasurer of the National committee to organise and manage funds for AYAA NSW hosted events. This will include cost budget developments for all events, tracking of any transactions and reimbursements. The Treasurer will also be responsible for managing any external funding support received as a result of events organised in collaboration with other organisations. They will contribute to the final annual report.

2.5 Marketing and Media Manager

The Marketing and Media Manager will be responsible for advertising any events or opportunities in NSW to the AYAA community. They will use a variety of platforms such as social media, flyers, or creating brochures and presentations. They will be the admin of any state social media and responsible for promoting upcoming events or sharing opportunities such as job positions or AYAA related stories.

All committee members wanting to advertise anything will need to send their materials to the Marketing and Media Manager. They will also liaise with the Marketing manager in the National team to ensure all events and opportunities are thoroughly promoted.

Some tasks will include creating Facebook events and descriptions, creating event banners, organising event photography, sharing job opportunities via Facebook and with University Representatives, creating brochures, presentations or flyers and promoting any relevant events.

2.6 Events Manager

The Events Manager will be responsible for planning, coordinating and hosting events for the AYAA state committee. This will include proposing events to the state committee, creating an outline of what will be required (cost, resources, venue hire, industry representation etc.) and the event agenda.

The Events Manager will work with the Treasurer to ensure enough budget can be allocated to the events and with the Secretary to ensure any incoming enquiries are resolved. The Events Manager will work with the Industry Representative in the case that the event will require the presence of industry members. The Events manager will also work with the Marketing and Media Manager and University Representatives to ensure events are thoroughly promoted with the correct event details.

2.7 Industry Representative

The Industry Representative will be responsible for contacting and communicating with desired members of industry for planned events. They will plan and host any networking related events alongside the Events Manager. They will also work alongside the Vice Chair regarding any sponsorship matters.

2.8 University Representative

University Representatives will be responsible for communicating any AYAA related matters to their respective academic institutions. They will act as a liaison between the state committee and their respective academic institutions. This will involve sharing AYAA events on social media and in the classroom, meeting with any relevant university societies to discuss AYAA related matters (event collaborations, outreach, general enquiries etc) and attending state committee meetings when required.

2.9 General Committee

The general committee will consist of any members in NSW wanting to be involved with the AYAA but not desiring an executive position. They will not need to perform any of the executive duties such as attending meetings or events, yet they may still request to be part of state committee matters. General committee can volunteer to assist with state events or promote on social media. General committee members may be interested to move into executive positions in the following year.