



AUSTRALIAN YOUTH AEROSPACE ASSOCIATION

Australian Youth Aerospace Forum 2020 Committee Information Pack

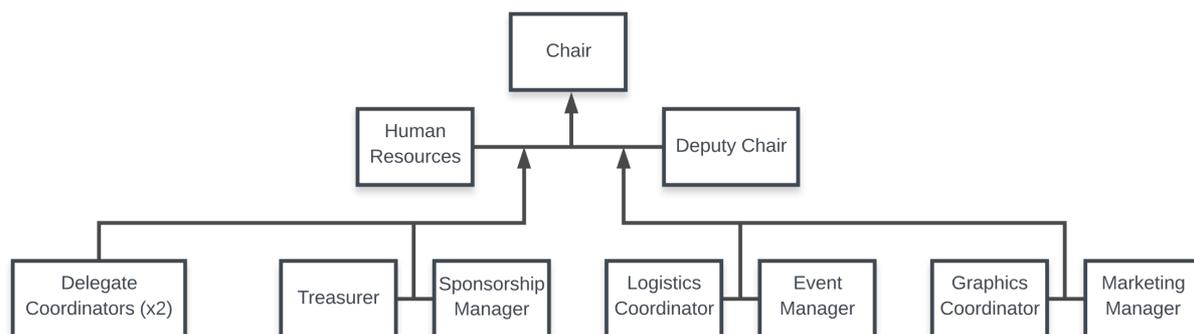
Prepared by
AYAF Chair and AYAA Operations and Projects Manager

Australian Youth Aerospace Forum 2020 Committee Roles

The committee will work together to organise AYAF 2020 which will take place in late November/Early December. 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 2020. All committee members will be expected to obtain a blue card, 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; with accommodation and food paid for during the AYAF week.

Team Breakdown



Positions Available

Deputy Chair	2
Human Resources	3
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Treasurer	5
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Event Manager	6
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Deputy Chair

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're 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.

The Deputy Chair must be Brisbane based.

Human Resources

Responsibilities and tasks:

- Assistance with processing committee/leader paperwork, blue cards, and creating the delegate, leader and speaker handbooks.
- Organising leader and student merchandise alongside Graphics 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
- Own transport preferable to collect resources

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 must be Brisbane based.

Marketing Manager

Responsibilities and tasks:

- Organising and maintaining responsibility for marketing methods such as newsletters, Facebook and other social media advertisements
- Maintaining regular social media presence on the AYAF Facebook 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 for preparation period. Workload may decrease closer to Forum if all resources are complete, but you may be required to assist in other areas of the committee.

The Marketing Manager can be located nationally.

Graphics Coordinator

Responsibilities and tasks:

- Organising and maintaining merchandise design and working closely with the Sponsorship Manager accordingly
- Designing and creating appropriate graphics where required; specifically merchandise
- Liaising with the AYAA National Committee regarding graphic design and social media use alongside the Marketing Manager

Required skills:

- Good understanding of editing software and have access to said software
- Graphic design experience preferable
- Good organisational/time management skills
- Able to think creatively and independently to develop new marketing, social media and website posts prior to the forum

Workload:

Average 4 hours a week for preparation period. Workload may decrease closer to Forum if all resources are complete, but you may be required to assist in other areas of the committee.

The Graphics Coordinator can be located nationally.

Treasurer

Responsibilities and tasks:

- Creating invoices
- Develop and maintain the AYAF budget
- Assist 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.

The Treasurer can be located nationally.

Sponsorship Manager

Responsibilities and tasks:

- Initiate contact with industry/academia for the pursuit of seeking 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 Student Liaisons and Forum Chair

Workload:

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

The Sponsorship Manager can be located nationally.

Logistics Coordinator

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.

Required skills:

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

Workload:

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

The Logistics Coordinator must be Brisbane based.

Event Manager

Responsibilities and tasks:

- Purchasing resources such as stationary, presenter/speaker gifts, activity goods and other incidental goods
- Organising room bookings, skilled supervision and resources for all activities, speakers and events
- 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 university administration/faculty staff preferable

Workload:

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

The Event Manager must be Brisbane based.

Delegate Coordinator (2 positions available)

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 Forum chair

Workload:

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

The Delegate Coordinators must be Brisbane based.

Final Notes

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.