



AYAA AUSTRALIAN YOUTH AEROSPACE ASSOCIATION

# 2017 AYAA National Committee Information Pack

Produced in preparation for the  
2016 Annual General Meeting

Developed by

AYAA 2016 Executive Committee

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# 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 and learn more about aerospace careers.

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

## 2 Events

### 2.1 Australian Youth Aerospace Forum

The Australian Youth Aerospace Forum is a five-day forum that grants senior secondary students the opportunity to investigate further studies and careers in the aerospace industry. During the forum, students hear from a range of aerospace leaders and technical experts, as well as tour a number of aerospace facilities to observe the inner workings of this progressive industry. Students will also gain exposure to various potential university courses that will be available to them upon completing secondary school.

Students are encouraged to actively develop their aerospace industry skills through a number of practical, hands-on activities, such as the design and operation of a model rocket. AYAF is open to sixty students Australia-wide, who are interested in a potential career in aerospace. The event targets Year 12 students in particular, whose consideration of further education and employment is most relevant.

The Australian Youth Aerospace Forum is hosted in Brisbane during the winter holiday.

### 2.2 Aerospace Futures

Aerospace Futures is a three-day conference designed to expose tertiary students to local and international opportunities available in the aerospace industry. During the conference, delegates hear from a vast and varying collective of industry representatives, who discuss a range of topics that are relevant to those interested in pursuing a career in aerospace.

Primary topics covered during the conference include:

- What are the latest developments within the Australian aerospace industry?
- What organisations are involved in the local and international aerospace industries?
- What career opportunities are available in the Australian and global aerospace sectors?

Aerospace Futures provides outstanding networking opportunities for delegates to meet peers with similar interests, as well as granting them the occasion to liaise with industry representatives, and to develop professionally.

### 3 Legal Structure

The Australian Youth Aerospace Association is an incorporated association under the Queensland Incorporations Act and is managed under the Standard Model Rules. AYAA was incorporated on 28 November 2008, incorporation number AI36754.

### 4 Organisational Structure

The AYAA National Committee is the heart of the organisation and is represented by members from all regions of the organisation. The committee is responsible for guiding AYAA and responsible for fresh initiatives, events, programs, and overall budgeting.

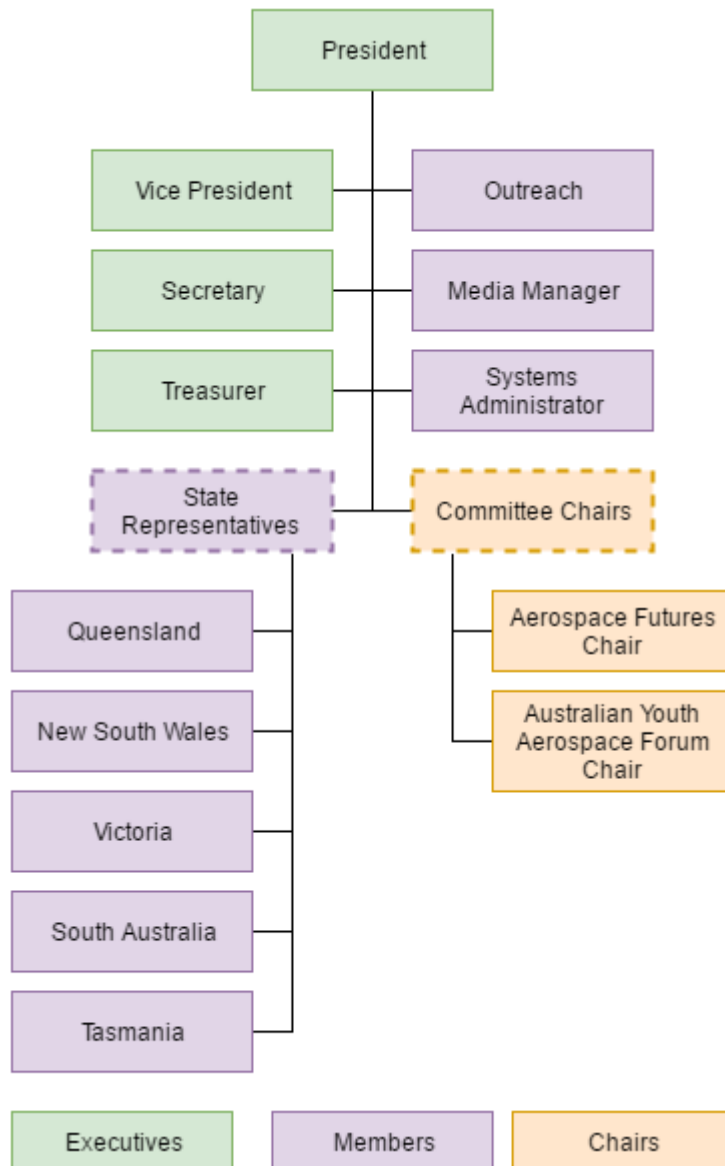


Figure 1 Australian Youth Aerospace Association 2017 Organisational Structure

### *Executive and Ordinary Members*

These positions will be elected in a similar process to previous years, where the standing committee members review nominations and select the best nominees for the position, taking into account the necessary balance for growth of the organisation as well as continued experience.

### *Committee Chairs*

Committee Chairs are responsible for organising their respective events and related logistics with the support from the whole committee. This includes: determining the event location, sourcing speakers, securing sponsorship and marketing. The elected Chair is responsible for nominating their committees, which comprises of an optional Co-Chair, secretary, treasurer and other committee members.

# 5 Position Descriptions

## 5.1 Executive Committee

In accordance with Queensland Incorporation Act standard model rules, the executive committee members are office bearers and have legal responsibility to ensure the correct operation of the AYAA under the act.

### 5.1.1 President

The President is ultimately responsible for the organisation and must effectively manage the executive committee to ensure the success of the Australian Youth Aerospace Association. The President should ideally have previous experience with AYAA and is typically a senior tertiary student, though this is not strictly required. The President must maintain contact with members of the executive committee and ensure that they are fulfilling their responsibilities.

Past Presidents have established, developed and honed the Australian Youth Aerospace Association as the nation's only student-run organisation in the aerospace field, built on its presence within the Australian aerospace industry, as well as founded relationships with national and international bodies in the aeronautical and space industries.

#### *Main roles*

- Supervising and maintaining that AYAA's events and activities are executed in a timely and professional manner
- Developing agendas and chairing executive meetings
- Ensuring that the association meets its legal requirements as per the Queensland Office of Fair Trading requirements of Incorporated Bodies
- Working closely with the executive committee to establish short-term and long-term goals in terms of national influence, international presence, collaborative efforts with other related organisations, sponsorship potentials and the running of events, amongst other things
- Overseeing that events and activities fall within budget
- Supporting and guiding members of the executive committee
- Approving transactions and proposals posed by the executive committee
- Proof-reading, editing, reviewing and approving all documents submitted by the executive committee such as Prospectuses, Final Reports and news items
- Creating official documents and writing on behalf of the Australian Youth Aerospace Association, these may include letters of support and thanks, press releases and individual references
- Representing the Australian Youth Aerospace Association at a national and international level

#### *Time dedication*

Applicants shall understand that this position requires a moderate but constant time dedication for a large part of the year. Alongside regular commitments, the President is required to complete various tasks as they are presented, such as fulfilling requests, scheduling meetings with industry representatives and academia and forwarding letters of support and reference. On average, this role entails 1 to 2 hours per week to ensure that preparations are running smoothly, but can peak to a constant full-time dedication of up to a week, in terms of attending events and representing the association as a whole.

## Requirements

- Time management skills and attention to detail
- Excellent written and verbal communication
- Ability to work effectively in a team and independently
- Outstanding proof-reading, editing, reviewing and writing skills
- Strong public speaking and networking capabilities
- The ability to exercise a degree of diplomacy and assertiveness
- Flexibility in terms of availability and time commitment
- Willingness to sacrifice personal time to make proposals and attend meetings
- Reliable access to email and prompt turnaround time to requests posed by committee members and other individuals
- Detailed knowledge of local and international aeronautical and space sectors, particularly insight to other industry organisations, is highly regarded

## What to consider before applying

It is important that the applicant is mindful that they will be required to register as an office bearer of the association with the Queensland Office of Fair Trading, and as such bears a legal responsibility on behalf of AYAA. This role poses an erratic time commitment and requires a great deal of dedication to the growth and sustainability of the association as a whole. Though there is not a great deal of organising to be completed as such, it is important to understand that the President is expected to be aware of all running activities and to pursue the expansion of the AYAA in terms of national clout, international awareness and collaborative efforts with other organisations.

For further information about this position, please contact Imogen Rea: [imogen.rea@ayaa.com.au](mailto:imogen.rea@ayaa.com.au)

### 5.1.2 Vice President

The Vice President assists the President in monitoring the organisation as a whole. Generally, responsibilities are divided between the two roles, and the two individuals parallel the requirements. The Vice President may also take up some responsibilities of other positions in unusual cases where certain responsibilities are unable to be filled, e.g. System Administrator.

Please see the President description for more details, and for further information about this position, contact Jessica Orr: [jessica.orr@ayaa.com.au](mailto:jessica.orr@ayaa.com.au)

### 5.1.3 Secretary

The Secretary maintains the prime responsibility of ensuring that the Australian Youth Aerospace Association adheres to all rules and regulations governing an incorporated association. Further duties include scheduling meetings, taking minutes, maintaining communications through monitoring the association's PO Box and forwarding general enquiries to appropriate committee members.

## Main roles

- Coordinating the changeover process with the Queensland Office of Fair Trading
- Organising and scheduling meetings
- Taking minutes for executive meetings and distributing documents for approval shortly after their dismissal
- Regularly checking and taking responsibility for the association's PO Box



- Addressing or forwarding general enquiries received via the online enquiry system □
- Assisting with proof-reading, reviewing and editing incoming documents

### *Time dedication*

Applicants shall be aware that the Secretary exercises a job that poses fluctuating time commitments in terms of greater workloads during committee changeover, meetings and document reviews. At its peak, the Secretary is expected to expend anywhere from 1 to 3 hours per week in word processing.

### *Requirements*

- The applicant shall be a Queensland resident
- Ability to regularly check the association's PO Box in St Lucia
- Highly organised with strong time management skills and attention to detail
- Prompt turnaround time in regards to general enquiries made online
- Excellent written and verbal communication
- Ability to work effectively in a team and independently
- Outstanding proof-reading, editing, reviewing and writing skills
- Proficiency in word processing, email and online tools

### *What to consider before applying*

It is important that the applicant is mindful that they will be required to register as an office bearer of the association with the Queensland Office of Fair Trading, and as such bears a legal responsibility on behalf of AYAA.

For further information about this position, please contact Karl Domjahn:

[karl.domjahn@ayaa.com.au](mailto:karl.domjahn@ayaa.com.au)

## **5.1.4 Treasurer**

The Treasurer retains the role of managing the Australian Youth Aerospace Association's funds to ensure there are no budget restraints. Aside from budgeting, the Treasurer is responsible for bookkeeping, legal and reporting requirements of the organisation's finances, and ensures that the organisation works within budget, manages its cash flow and is financially sustainable for future growth. The Treasurer is also responsible for other AYAA committees' respective Treasurers, working closely with them to assist in creating budget proposals and ensuring that all transactions are accurately recorded in the bookkeeping system. An additional responsibility is documenting the association's end of financial year Financial Report, which is a legal requirement of AYAA being an Incorporated Body, and liaising with the association's auditors in the preparation of this report. The Treasurer is expected to uphold a thorough understanding of AYAA's financial status, and is a major contributor when approving budgets for the organisation and its committees.

In the previous term, the organisation has become a 'Level 1' incorporated body, necessitating the requirement of a financial audit each year. As such, an online cloud accounting software applet, Xero, has been implemented to facilitate this audit requirement, as well as centralise bookkeeping and invoicing across the organisation. Going forward, groundwork has been laid for the organisation to register for GST and implement BPay and/or a credit card payment facility. It is expected that these will be implemented in the upcoming term.

### *Main roles*

- Managing organisation's accounts – creating invoices, recording transactions and reconciling bank accounts, amongst other things
- Maintaining reasonable budgets for Events and State Committees
- Creating a budget for the entire organisation and upholding that the organisation remains within this budget
- Ensuring the association meets its legal requirements as per the Queensland Office of Fair Trading requirements of Incorporated Bodies
- Creating the end of financial year Financial Report and certifying that the organisation meets its auditing requirements
- Submitting the organisation's tax return to the Australian Taxation Office

### *Time dedication*

Potential applicants shall understand that this position requires a moderate but constant time dedication for a large part of the year, with an expected 24- to 48-hour turnaround time. It is important to note that around the months preceding and following AYAA's main events, this time dedication will increase, where daily responses are necessary, and a commitment of up to 5 to 7 hours per week can be expected. This responsibility shall be taken into consideration prior to applying.

### *Requirements*

- Effective written and verbal communication
- Ability to work effectively in a team
- Thorough understanding of accounting practices
- Business Studies and/or prior experience using Xero or other bookkeeping software highly regarded
- Experience with Excel is essential
- Attention to detail for accurate record keeping
- Efficient organisational skills
- The ability to receive, process, format and archive large amounts of data
- Proficiency in word processing, email and online tools

### *Suggestion for committee*

Though the Treasurer is not typically responsible for a committee, they are required to work closely with all State and Event Treasurers, and it ultimately responsible for all finances of the organisation as a whole. It is suggested that the Treasurer is involved in the selection of State and Event Treasurers, and/or granted the opportunity to guide them to set expectations for divvied responsibilities, as well as the development of agreed financial processes to accurately record transactions for all events and activities.

### *What to consider before applying*

It is important that the applicant is mindful that they will be required to register as an office bearer of the association with the Queensland Office of Fair Trading, and as such bears a legal responsibility on behalf of AYAA. This role poses a significant time commitment and requires a great deal of effort. It does however provide a great learning opportunity to broaden skills and gain experience in management from a financial perspective.

For further information about this position, please contact Tim Sullivan: [tim.sullivan@ayaa.com.au](mailto:tim.sullivan@ayaa.com.au)

## 5.2 National Committee

The AYAA National Committee consists of the following ordinary members, as well the executive committee members listed above.

### 5.2.1 Outreach

The Outreach role is responsible for the national level coordination of the high school outreach programs run by AYAA. This is a new role for 2017, and as such AYAA is looking for keen applicants with a strong interest in sharing their knowledge and passion for aerospace with the young minds of today. AYAA currently runs outreach programs in Queensland, with the AYAF and School Rocket Program, and is starting to expand these activities to the other states. This role will require liaising and coordinating with the state representatives and state committees to set up, run and maintain these projects. This may require interstate travel to organise and attend these events. The aim of 2017 is to expand the School Rocket Program to each state, explore new avenues for funding this and other programs and investigate opportunities for creating or partnering with other outreach events. This role will require the member to also oversee and coordinate AYAF at a national level.

#### *Main roles*

- Coordinating the existing School Rocket Program at a national level
- Liaising and coordinating with state representatives to set up and run new state School Rocket Programs
- Travelling to other states to assist with the organisation and running of new state School Rocket Programs
- Coordinating AYAF at a national level, including attending meetings (in person or electronically), and aiding the chair and committee in any required capacity
- Actively seeking out grants, sponsorship and funding for outreach events
- Actively building relationships with the Victorian Space Science Education Centre (VSSEC) and similar organisations
- Actively investigating new opportunities for outreach events and partnering with existing events

#### *Time dedication*

Applicants shall expect to commit an average of 1-3 hours per week in coordinating this role. This commitment will be highly variable as the role may require the member to travel to other states to aid in organising and running outreach events. In addition, the role will require time contacting and potentially meeting with other parties in the pursuit of funding or new outreach events.

#### *Requirements*

- Must have held a position on the AYAF committee within the past 2 years
- Must have the ability to travel interstate as required
- Strong organisational skills
- Strong communication skills and experience liaising with other organisations
- Enthusiasm and passion for sharing aerospace with young minds
- Ability to work as a leader and within a team
- Flexible schedule
- Proficiency in word processing, email and online tools

For further information about this position, please contact Imogen Rea, [imogen.rea@ayaa.com.au](mailto:imogen.rea@ayaa.com.au)

## 5.2.2 State Representatives

State Representatives are primarily expected to manage the network within their respective states and as such must be very familiar with other related organisations, as well as chief local contacts. State Representatives run a committee, 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. State Representatives are also expected to fulfil more direct responsibilities, such as marketing events within their state, recruiting volunteers or attending local events on behalf of the Australian Youth Aerospace Association.

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.

### *Main roles*

- 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 and American Institute of Aeronautics and Astronautics
- 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

### *Time dedication*

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.

### *Requirements*

- Strong attention to detail
- Utilisation of and development of existing networks to foster participation and support from industry and academia
- Strong organisational skills
- Detailed knowledge of local universities that offer aerospace or aerospace related degrees
- Develop and maintain good working relationships with representatives of local industry and academia to strengthen the organisation's networks and advertising avenues

- Ability to shape a local network of tertiary and secondary students to disseminate marketing material
- Willingness to continue the running of events and activities that have been established by previous State Representatives
- Proficiency in word processing, email and online tools

### *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 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.

For further information about this position, please contact your respective State Representative:

QLD	James Heuston	<a href="mailto:james.heuston@ayaa.com.au">james.heuston@ayaa.com.au</a>
NSW	Conor MacDonald	<a href="mailto:conor.macdonald@ayaa.com.au">conor.macdonald@ayaa.com.au</a>
VIC	Simon Clifford	<a href="mailto:simon.clifford@ayaa.com.au">simon.clifford@ayaa.com.au</a>
SA	Thomas Callary	<a href="mailto:thomas.callary@adelaide.edu.au">thomas.callary@adelaide.edu.au</a>

## **5.2.3 Systems Administrator**

The Systems Administrator typically works directly with the executive committee and event committee members. In this role, the Systems Administrator provides IT support for the development, implementation and maintenance of any website and communications related items, such as running the Australian Youth Aerospace Association's homepage, emails, file management systems, CRM, as well as making any improvements to the association's IT systems.

Previous Systems Administrators have implemented the installation, development and maintenance of a new AYAA website and contact management database.

### *Main Roles*

- Website maintenance, upgrades and backups;
- Developing and publishing application forms through the website content management system;
- Modification to website content;
- Maintenance of AYAA mailing lists;
- Maintenance of Dropbox folders; and
- Google Apps administration

### *Time Dedication*

Applicants shall understand that this position has varying time requirements. Around the months preceding and following AYAA's main events, the Systems Administrator can expect an hour or more each day, typically on website-related tasks, such as setting up application forms and updating content. During the year, the weekly time requirement is typically less than one hour.

### *Requirements*

Applicants are required to have familiarity with:

- Installation, development and use of website content management systems;
- Installation, development and use of website customer relationship management systems;
- DNS configuration, domain name and web hosting management; and
- Google Apps administration
- Proficiency in word processing, email and other online tools
- Ability to respond to requests with a short turnaround

### *What to consider before applying*

It is important that the applicant has at least a basic understanding of the roles and requirements outlined above. It can be also noted that these skills can be further developed whilst holding the position of Systems Administrator.

For more information about this position, please contact Alwin Wang: [alwin.wang@ayaa.com.au](mailto:alwin.wang@ayaa.com.au)

## **5.2.4 Media Coordinator**

The Media Coordinator is responsible for all media and communications for the Australian Youth Aerospace Association. This role entails strategizing, organizing, and executing the media and marketing strategies surrounding each public aspect of AYAA. The Media Coordinator will be tasked with managing state, AF, and AYAF media personnel in order to publish news articles, social media posts and employ marketing strategies. Applicants must have experience managing and working in a team, and have excellent written and communication skills.

### *Main roles*

- Managing state, AF, and AYAF media personnel
- Creating media/marketing strategies
- Overseeing (and posting) of media publications
- Word processing of news items as requested by peers
- Keeping social media up to date with information on upcoming events and activities
- Ensuring that all outgoing marketing materials are consistent with the AYAA brand and its respective events
- Maintaining the integrity of the image that the association holds
- Regularly updating the website with current events and relevant information
- Investigate the development of a regular newsletter for distribution to subscribers

### *Time dedication*

This role imposes varying time commitments depending on activities and events. Longer hours are expected preceding major events and newsletter publication, while a comparably less amount of time is required for other times of year. Applicants can expect anywhere between 1 to 4 hours per week, depending on the need for outgoing materials. A dramatic increase in dedication shall be

required during events, when the Media Coordinator is expected to fully commit to consistent updates via social media.

### *Requirements*

- Excellent written and verbal communication and attention to detail
- Ability to work effectively in a team and independently
- Ability to lead a team to create, develop, and execute plans
- Outstanding proof-reading, editing, reviewing and writing skills
- Flexibility in terms of availability and time commitment
- Skills in graphic design and relevant software highly regarded
- Highly proficient in social media such as Facebook, Twitter and LinkedIn
- Reliable access to Internet and quick email turnaround
- Keen to learn digital marketing strategies (guidance will be provided).

For more information about this position, please contact Edwin Anderson:

[edwin.anderson@ayaa.com.au](mailto:edwin.anderson@ayaa.com.au)

## 5.3 Committee Chairs

In 2015 the AYAA National Committee plans to select the Committee Chairs via a Request for Proposal (RFP) process to be reviewed after the AGM and to be reviewed by the elected 2015 Committee. This proposal shall include provisional committee members, planned location, basic budget, the draft outline of a schedule, and why the proposer should be selected as Chair for the respective event.

Committee Chairs are 'non-elected' roles and therefore do not have a vote on AYAA Committee functional matters. Chairs, while fully responsible for running of their event, are fully supported by the AYAA Committee through guidance and advice, resources, budgeting help, contacts, advertising etc.

Proposals for Committee Chair positions should be sent to Imogen Rea: [imogen.rea@ayaa.com.au](mailto:imogen.rea@ayaa.com.au)

### 5.3.1 Australian Youth Aerospace Forum Chair

The role as Australian Youth Aerospace Forum Chair involves the organisation and coordination of AYAF in Brisbane. Over the years, this event has evolved and stands strong as what it has been moulded into today – a five-day live-in experience for senior secondary students to experience and learn about their potential futures in the world of aerospace. The Chair bears responsibility as a main point of contact and focal point of a committee of dedicated individuals, and is responsible for a myriad of crucial tasks such as sourcing sponsorship and support, securing accommodation and scheduling site tours.

#### *Main roles*

- Organise and coordinate AYAF Brisbane by serving as a central point of contact, overseeing committee members' duties and ensuring the success of the event
- Sourcing sponsorship, presenters, representatives, volunteers and merchandise
- Securing accommodation and merchandise
- Scheduling of the week's meals and activities
- Preparation of practical tasks and logistical needs such as bus hire, site tours and student competitions
- Lead and coordinate a local organising committee, as well as event volunteers and student delegates
- Marketing of the event
- Word Processing of event materials such as the Prospectus, Delegate Handbook and Event Report

#### *Time dedication*

Potential applicants shall expect to commit an average of 5 hours per week on organisational activities in preparation for the event. Commitments vary intermittently depending on the task, and it is expected that application reviews, timetabling, budgeting, document preparation and quote gathering will augment the amount of time required per week. The amount of time spent preparing AYAF will again fluctuate as the event approaches, with an increased dedication of up to 20 hours per week, as well as full-time attendance at the Forum itself. Please ensure a willingness to fulfil these requirements prior to applying.



## *Requirements*

- Strong organisational skills
- Enthusiasm and motivation
- Ability to work as a leader and as a team member
- Attention to detail
- Ability to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks
- Team management, ability to delegate duties and responsibilities
- Proficiency in word processing, email and online tools
- Previous involvement with AYAF will be a critical factor

## *Suggestion for committee*

On selection as Chair, it is recommended that you elect an organising committee to help plan and execute the AYAF event. It is recommended that a small but capable and effective team be elected into the organising committee. Typical roles include Co-Chair, Secretary, Treasurer, Student Liaison and Marketing Manager, Logistics Manager, as well as a Graphic Designer. General committee members are not always necessary, but can be effective as backup and for brainstorming discussions.

## *What to consider before applying*

The applicant shall ensure that they are fully committed to the tasks and responsibilities associated with this role, that they have the necessary time available to dedicate to their leadership and coordination. They shall also ensure that they are available to live on-site to attend the event. Flexibility is imperative and late nights and long discussions are ensued.

For more information about this position, please contact Brock Little: [brock.little@ayaa.com.au](mailto:brock.little@ayaa.com.au)

## **5.3.2 Aerospace Futures Chair**

The Aerospace Futures Chair is an executive committee position who reports to the President and Vice President of the Australian Youth Aerospace Association, but is ultimately accountable to the entire AYAA Committee. The Aerospace Futures Chair is responsible to AYAA for the complete coordination and planning of the annual Aerospace Futures conference. The Aerospace Futures Chair can use the executive committee for advertising and other assistance, however they are required to be independently capable and be able to manage the event by independently calling on resources.

Previous Chairs have collectively sourced speakers and representatives from companies and governmental organisations that at the forefront of their respective fields. Over the years, the event has increased in size and calibre, with an annual relocation, as well as the introduction of a number of social activities and exhibition space.

## *Main roles*

- Deciding and finalising the conference calendar, including preceding events, evening activities and social events, amongst others
- Responsible for organising and liaising between venue management
- Developing and maintaining a working budget, as well as managing finances and ensuring that the event does not finish on a loss

- Sourcing sponsors, supporters, speakers, industry representatives and merchandise
- Arranging the conference agenda, location, meals and timetabling
- Making key decisions on delegate quota, delegate fees, the application process
- Word processing of event materials such as the Prospectus, Delegate Handbook and Event Report
- Organising the marketing campaign and effectively using available media to advertise

### *Time dedication*

Applicants shall take heed that the Aerospace Futures Chair is required to put in as much time as necessary to fulfil their duties. Previous Chairs have expended at least 2 to 3 hours per week in preparation for the event, around 1 to 2 hours per week during semester, prior to the conference, and 1 to 2 weeks of solid, full-time dedication immediately preceding the conference. This responsibility shall be taken into consideration before applying.

### *Requirements*

- Attention to detail, open-minded, quick-thinking, assertive, diplomatic
- Confidence in public speaking, negotiation and conversation
- Ability to effectively utilise and develop existing networks to foster conference participation by industry and academia
- Capacity to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks
- Micromanagement skills that enable the breaking down of large responsibilities into smaller, manageable tasks
- Ability to constantly focus on immediate tasks whilst maintaining focus on the event as a whole, and ensuring that all aspects are fused in time for the conference to begin
- Willingness to be involved with media engagements □ Open to criticism
- Proficiency in word processing, email and online tools
- No major roles in other societies or organisations – this is a major commitment that will require your full attention

### *Suggestion for committee*

On selection as Chair, it is recommended that you elect an organising committee to help plan and execute Aerospace Futures, as this will lessen the load of management and organisational duties. Be wary of large committees, as this has the potential to dilute responsibility, but has its benefits in that more assistance can be sourced for other errands such as crowd control during the event itself. Previous Chairs opted to elect a Co-Chair, Secretary, Treasurer, Facility Coordinator, Delegate Coordinator, Merchandise and Marketing Manager, and Social Events Manager.

### *What to consider before applying*

The applicant shall acknowledge the full potential of Murphy's Law. It is imperative that the applicant be able to remain level headed, address potential last-minute changes in a rational and professional manner, and overcome any unexpected hindrances. Flexibility, as well as a certain degree of diplomacy, is required to ensure that sponsors, guests and delegates are all catered for.

For more information about this position, please contact Ying Luo: [yingluo18@gmail.com](mailto:yingluo18@gmail.com)