



# 2018 AYAA QLD Committee Position Descriptions

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# 1 Introduction to AYAA

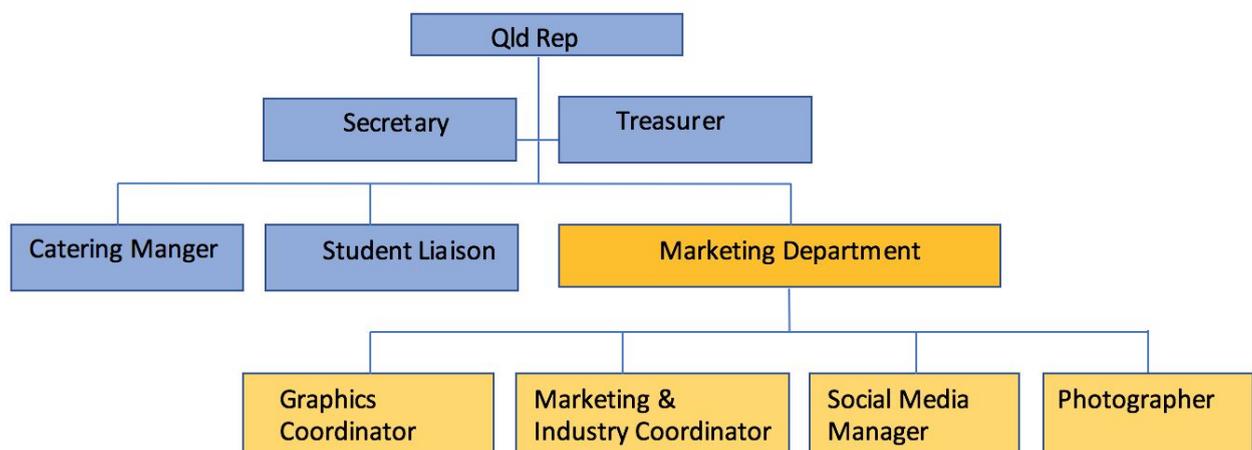
The Australian Youth Aerospace Association (AYAA) is a volunteer-managed, not-for-profit organisation, with the objective of promoting the aerospace industry to young Australians. Managed by a core committee across the nation, AYAA organises and manages a wide variety of activities to help secondary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

AYAA hosts two major annual events nationally, 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.

In providing this integration of events throughout the nation of Australia, each state has a designated State Representative with its own state committee. The state committee goal is to primarily launch connections between students and industry.

The multiple ways that the Queensland Committee does this is through industry mock interviews, networking nights and multiple industry seminars throughout the year.

## 2 Organisational Structure



## 3 Position Descriptions

### 3.1.1 AYAA QLD Representative

Leads the QLD Committee and reports directly to AYAA National. Responsible for overseeing the coordination of events, communication, meetings, industry relationships and membership.

### 3.1.2 Secretary

Assists the QLD Rep to carry out their duties, including but not limited to organising meetings, writing letters and documentation, planning and running events. Official minute taker.

#### *Main role*

- Organising and convening meetings
- Minute taking
- Task tracking
- Document management

#### *Time Dedication*

- Expected 15-20 hours per week.

#### *Requirements*

- Time management skills
- Detail oriented
- Good interpersonal skills (required when following up on tasks)
- Highly efficient and effective on Google Drive documentation programs such as Word, Excel and Powerpoint.
- Highly responsive via social media & email

### 3.1.3 Treasurer

Oversees the budget. Responsible for approving reimbursements and tracking the cost of events. This role requires frequent communication with the National Treasurer.

#### *Main role*

- Creation and monitoring of budgets
- Liaison with committee, sponsors and AYAA National Treasurer
- Collection and management of invoices, receipts & reimbursement

#### *Time Dedication*

- Expected 10-15 hours per week.

#### *Requirements*

- Time management skills
- Detailed orientated
- Good interpersonal skills (required when following up on tasks)
- Highly responsive via social media and email

### 3.1.4 Catering Manager

Responsible for organising food for our catered events and ensuring equipment such as BBQ's, tables, etc. have been arranged.

#### *Main Role*

- Obtaining quotes for venues
- Liaising with all venues with regards to times, catering, payment, AV requirements, and seating arrangements
- Sourcing external catering (if required)
- Communication of all venue updates to QLD Rep

#### *Times Dedication*

- Expected 5-10 hours per week.

#### *Requirements*

- Excellent interpersonal communication skills
- Proactive
- Organised
- Time Management
- Highly responsive via social media, phone and email

### 3.1.5 Student Liaison

Recruitment and engagement of new members. A hands-on role which requires talking to students and encouraging their involvement.

#### *Main Role*

- Creation of events forms (with QLD Rep)
- Judging events applications
- Liaising with students within the designated University
- Helping the Marketing team promote events and student involvement in their University.

#### *Times Dedication*

- Expected 5-10 hours per week

#### *Requirements*

- Excellent interpersonal communication skills
- Good public speaker
- Organised
- Time Management
- Highly responsive via social media & email

### 3.1.6 Social Media Manager Coordinates

Posts on the AYAA National Facebook page and other platforms. This includes creating events, posting interesting links, articles, job openings and opportunities relevant to QLD.

#### *Main Role*

- Creation of events post on all required media platform
- Liaising with National Social Media Manager in all media posts
- Judging when to post events
- Critical part of the Marketing team as it portrays the image of AYAA QLD online.

#### *Time Dedication*

- Expected 5 - 10 hours per week

#### *Requirements*

- Excellent social media awareness
- Good time management
- Good communication skills
- Excellent writing skills
- Organised
- Highly responsive via social media and email

### 3.1.7 Marketing and Industry Coordinator

In charge of ensuring thorough advertising of events through both social media and physical means. Will sometimes be required to converse with industry about sponsoring/attending upcoming events.

#### *Main Role*

- Contacting media representatives and universities to promote event.
- Liaising with other members of the Marketing Department in constructing effective publishing method.
- Implementing advertising method.
- Working closely with the National Marketing Coordinator
- Selection of photographer(s) for the event (to be done with the QLD Rep)

#### *Times Dedication*

- Expected 5 - 10 hours per week

#### *Requirements*

- Basic understanding of our target demographic
- Detail-oriented
- Excellent interpersonal skills
- Highly responsive via social media and email.

### 3.1.8 Graphics Coordinator

Creates graphics for advertising material; posters, Facebook events, etc.

#### *Main Role*

- Contacting media representatives material to promote AYAA QLD events and activities.
- Liaising with other members of the Marketing Department in constructing effective content creation methods.
- Implementing advertising methods
- Working closely with the Marketing and Industry coordinator.
- Selection of photographer(s) for the event (to be done with the QLD Rep)

#### *Times Dedication*

- Expected 5 - 10 hours per week

#### *Requirements*

- Basic understanding of our target demographic
- Detail oriented
- Excellent interpersonal skills
- High responsive via social media and email.
- Experience in effective graphical modes

### 3.1.9 Photographer

Captures all AYAA QLD events through photos and video. This can be used for future advertising. Also required to write short report on events for the use of the end of year summary.

#### *Main Role*

- Contacting media representatives and universities to promote event through the use of photos.
- Liaising with other members of the Marketing Department in constructing effective content creation methods.
- Implementing advertising methods.
- Working closely with the Graphical Coordinator.
- Selection of photographer(s) for the event (to be done with the QLD Rep) and the Marketing Department.

#### *Times Dedication*

- Expected 5 - 10 hours per week

#### *Requirements*

- Basic understanding of our target demographic
- Detail oriented
- Good interpersonal skills
- Highly responsive via social media and email.
- Previous experience in photographing and must present two or three samples of their work.

## 4 Final Notes

The selection process will contain an interview, either on Google Hangouts or in person.