



AUSTRALIAN YOUTH AEROSPACE FORUM



Australian Youth Aerospace Forum 2018

Committee Roles

The committee will work together to organise AYAF 2018 which will take place from the 8th - 14th of July 2018. This 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 approximately six months before AYAF 2018. All committee members will be expected to obtain a blue card, attend 1-2 weekly 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.

Positions Available

Secretary

Primary Roles

- Working closely with 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

Required Skills

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

Workload

Average 6-8 hours/week depending on tasks required. Work load will fluctuate during preparation period.

Treasurer

Primary Roles

- Creating invoices
- Assisting with budgeting
- 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, good experience with Excel

Workload

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

Student Liaison Coordinators (Two Positions Available)

Primary Roles

- 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
- Processing all applicants and selecting successful students
- Answering questions and providing important details to successful applicants and their parents/caregivers.

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 liaison coordinator and Forum chair**

Workload

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

Marketing, Graphics and Social Media Manager

Primary Roles

Marketing/Social Media

- Creating and distributing promotional flyers
- Creating prospectus, delegate handbook and speaker handbooks.
- Organising and maintaining responsibility for marketing methods such as newsletters, Facebook and other social media advertisements etc.
- 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 graphic design and social media use.

Skills Required

- Good understanding of social media platforms
- Creative and enthusiastic to bring new marketing/social media ideas to the team
- Graphic design experience preferable
- Good organisational/time management skills
- Own transport preferable to collect resources

Workload

Average 3-5 hours/week for preparation period. Workload may decrease closer to Forum if all resources are well organised.

Scholarships Manager

Primary Roles

- Maintaining regular contact with potential scholarship sponsors
- Promotion of available scholarships
- Working with Student Liaisons to select scholarship recipients

Skills Required

- 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 Liaison Coordinators and Forum Chair.

Workload

Average 3-5 hours/week slightly reducing closer to forum if all tasks are well managed.

Logistics and Resources Manager

Primary Roles

- Organising accommodation, room allocations, transportation, insurance etc.
- Assistance with processing committee/leader paperwork, blue cards etc.
- Organising leader and student shirts and bags
- Purchasing resources such as stationary, presenter/speaker gifts, activity goods and other incidental goods
- Extra roles may be included during the preparation period

Skills Required

- Good organisational and teamwork skills
- Polite and professional phone and email etiquette

Workload

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

University Representatives (UQ, QUT and GRIFFITH UNIVERSITY roles are available)

Primary Roles

- Main point of contact between your university and the AYAF organising committee
- Working with treasurer to organise university sponsorship (both monetary and in-kind)
- Organising room bookings, skilled supervision and resources for university based activities, speakers and events.
- Must be available during the Forum as a leader and to liaise with your university on tour/activity days

Skills Required

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

Workload

Average 3 hours/week for preparation period. Workload will remain steady and may decrease closer to the Forum.