

TREASURER

Main roles include:

- Creating invoices
- Liaising with debtors and creditors
- Monitoring accounts and accounting for all revenues and expenses

Skills required: Organised and prompt at replying to requests. Reliable access to phone and email is a must.

Workload: Average of 2 hours/week for the majority of the preparation period, increasing to 10 hours/week in the fortnight before Forum.

STUDENT LIAISON MANAGER (MULTIPLE PEOPLE MAY BE CONSIDERED FOR THIS ROLE)

Main Roles include:

- Maintaining contact between schools, students, student ambassadors and AYAF
- Promoting AYAF to schools through email, promotional material, phone calls and presentations
- Promptly replying to emails and phone requests

Skills required: good interpersonal, presentation and public speaking skills; good time management skills (this can be a very full-on position), prompt at replying to requests (reliable access to phone and email is a must).

Average workload: average of 6 hours/week, possibly more in fortnight before forum.

MARKETING AND SOCIAL MEDIA MANAGER

Main Roles include:

- Creating and distributing promotional flyers
- Organising and maintaining responsibility for marketing methods such as newsletters, Facebook ads, radio, etc.
- Posting to Facebook and replying to messages when appropriate
- Purchasing resources such as stationary, presenter gifts, activity goods and any incidental purchases

Skills required: organised, own transport preferable.

Average Workload: Average of 3 hours / week with the workload slightly tapering off as the forum approaches, if time is managed well.

RESOURCES AND SCHOLARSHIPS MANAGER

Main Roles include:

- Organising leader and student shirts and bags
- Purchasing resources such as stationary, presenter gifts, activity goods and any incidental purchases

- Organising scholarships and applicants

Skills required: organised, graphic design experience, own transport preferable

Average Workload: Average of 5 hours / week with the workload slightly tapering off as the forum approaches, if time is managed well.

LOGISTICS MANAGER

Main Roles include:

- Organising the 'big ticket' items – accommodation, room allocations, transportation, insurance, shirts/jackets.

Skills required: motivated and organised

Average Workload: average of 5 hours/week for the majority of the preparation period, workload should decrease leading up to Forum as responsibilities should be organised weeks out from the actual event.

UNIVERSITY REPRESENTATIVES (UQ, QUT AND GRIFFITH ROLES ARE AVAILABLE)

Main Roles include:

- Acting as a point of contact between your university and AYAF
- Organising sponsorship (both monetary and in-kind)
- Organising room bookings, skilled supervision and resources for university based activities, speakers and events

Skills required: motivated and organised

Average Workload: average of 3 hours/week for the majority of the preparation period, workload should decrease towards Forum if time is managed properly.