

# AYAA STATE COMMITTEE POSITIONS DESCRIPTION



Prepared By The  
2020 National Executive Committee

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# 1. Introduction

AYAA is an equal provider organization that is committed to the diversity of our volunteers and members. We are inclusive and welcoming to all that share our values and we will help to find a role that is suited to your needs.

We provide the environment and support to grow the future aerospace leaders. For this, we encourage everyone to apply for a role that you feel most passionate about. Learning new skills is an opportunity that we support and encourage from all our volunteers.

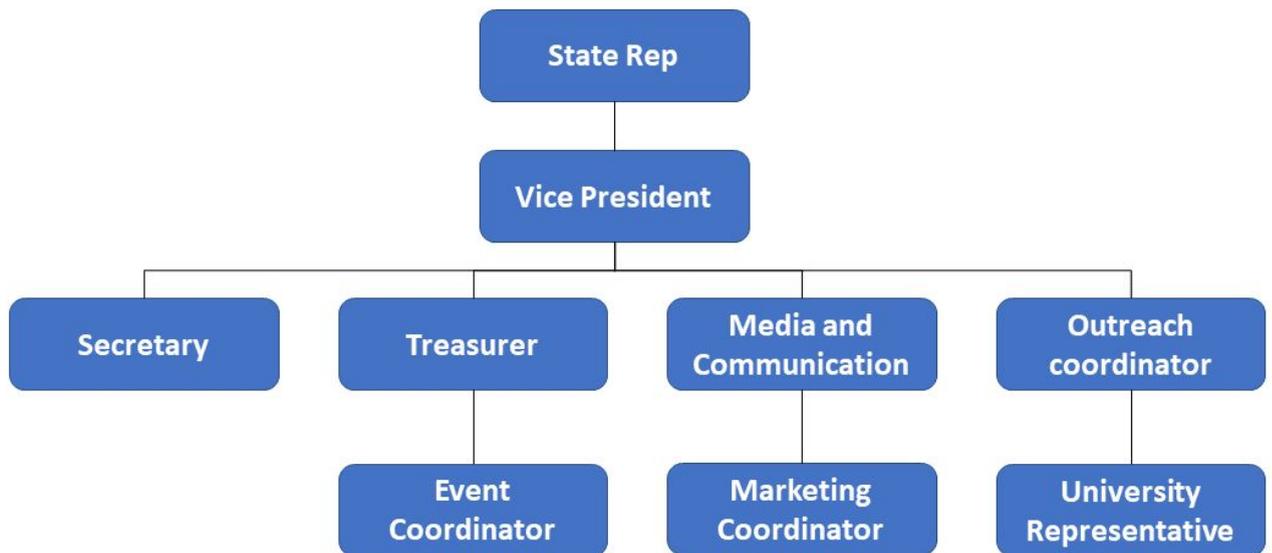


Figure 1: Proposed committee structure

Not all roles may be advertised or filled in all states as the requirements change across the country.

## 2. Common responsibilities

<b>Responsibilities</b>	
<b>Commitment and passion</b>	<ul style="list-style-type: none"><li>● Commitment and passion for your role is the most important attribute to bring to AYAA.</li></ul>
<b>Community engagement</b>	<ul style="list-style-type: none"><li>● Engage with students to create a welcoming environment for everyone.</li></ul>
<b>Industry engagement</b>	<ul style="list-style-type: none"><li>● Everyone is encouraged to network at events outside of AYAA to engage with industry.</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>● Follow and promote AYAA values when representing AYAA.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>● Communication is key to maintaining a healthy committee.</li></ul>
<b>Event Management</b>	<ul style="list-style-type: none"><li>● The committee's main focus is to run events for AYAA members within the state. Therefore, skills and experience in event management will be highly regarded.</li></ul>
<b>Handover</b>	<ul style="list-style-type: none"><li>● At the end of the year or at the end of your involvement in your role, whatever comes first, all work performed and important information are recorded and/or communicated to the state representative.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>● Leading and during the delivery of events, there will be an increase in tasks outside the usual responsibilities that will need to be fulfilled. These tasks may be researching venues, picking up catering, etc.</li></ul>

### 3. Vice Representative

This role will suit a proactive person that needs little guidance. Preferably, this person has had a previous club or event organization experience.

<b>Responsibilities</b>	
<b>Support</b>	<ul style="list-style-type: none"><li>● The responsibilities of the Vice Representative is to support the State Representative in all of their duties. Such duties are;<ul style="list-style-type: none"><li>○ Event management</li><li>○ Community engagement</li><li>○ Industry engagement</li><li>○ Leader and Manager</li></ul></li><li>● Support the committee members in their tasks</li></ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>● There might be tasks that do not fall to a specific committee member or the committee member is unable to do, this role requires the person to be proactive in completing such tasks.</li></ul>
<b>Time requirements</b>	<ul style="list-style-type: none"><li>● 6 hours a week</li></ul>

## 4. Secretary

This role will suit a person that can summarize conversations to annotate the most important outcomes, and has experience in managing meetings.

<b>Responsibilities</b>	
<b>Scribe</b>	<ul style="list-style-type: none"><li>● Take minutes within state meetings to accurately note the discussion and action items.</li></ul>
<b>Meeting organiser</b>	<ul style="list-style-type: none"><li>● Coordinates the people within the committee to organise the location and time of a meeting.</li><li>● Send an agenda before a meeting. This way, people can add what they want to discuss, and prepare for what others want to talk about.</li></ul>
<b>Support</b>	<ul style="list-style-type: none"><li>● The Secretary supports the State Representative and the committee directly. Therefore, the secretary must maintain an open communication at all times, and complete small sub-tasks as required.</li></ul>
<b>Time requirements</b>	<ul style="list-style-type: none"><li>● 5 hours a week</li></ul>

## 5. Treasurer

Best suited for an organised individual with attention to detail. Experience in balancing budgets and the use of accounting software is beneficial, but not required.

<b>Responsibilities</b>	
<b>Account manager</b>	<ul style="list-style-type: none"> <li>● The treasurer has the role to manage all expenses and budgets for the state. Therefore, they must;               <ul style="list-style-type: none"> <li>○ Record accurate expenses that the state has incurred.</li> <li>○ Construct accurate budgets of the expected expenses prior to an event.</li> </ul> </li> </ul>
<b>Strategic thinker</b>	<ul style="list-style-type: none"> <li>● The treasurer should understand the requirement of staying within the yearly budget. Therefore, a plan should be formulated to determine the number of events that might be organised over the year to determine the maximum costs that each event should cost.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>● Maintaining regular communication with the State Representative, National Engagement Manager and National Treasurer.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Leading and during the delivery of events, there will be an increase in tasks outside the usual responsibilities that will need to be fulfilled. These tasks may be researching venues, booking a venue, buying food, etc.</li> </ul>
<b>Handover</b>	<ul style="list-style-type: none"> <li>● At the end of the year or at the end of your involvement as treasurer, whatever comes first, all work performed and expenses recorded should be neatly organised as to facilitate the transition</li> </ul>
<b>Time requirements</b>	<ul style="list-style-type: none"> <li>● 5 hours a week</li> </ul>

## 6. Event Coordinators

This role suits a person with excellent planning skills, attention to detail and communication skills.

<b>Responsibilities</b>	
<b>Venue and catering organizer</b>	<ul style="list-style-type: none"><li>● Responsible for working out the smaller details of a state event such as catering, finer detail interactions with venue staff and transport as required.</li></ul>
<b>Proceedings organiser</b>	<ul style="list-style-type: none"><li>● Organising and coordinating the running of the event.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>● This role is in close communication with the state rep and treasurer to ensure the event planning is going ahead smoothly.</li></ul>
<b>Time requirements</b>	<ul style="list-style-type: none"><li>● Highly variable. Average of 5 hours a week.</li></ul>

## 7. Media and Communication

This role will suit a person that enjoys writing compelling emails and articles to ignite passion in our members.

<b>Responsibilities</b>	
<b>Advertising developer</b>	<ul style="list-style-type: none"><li>● Responsible for developing the advertising material for the state. For example, writing emails to send to members or creating Facebook posts.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>● Maintaining regular communication with the State Representative and the National Marketing and Communication Manager</li></ul>
<b>Time management and attention to detail</b>	<ul style="list-style-type: none"><li>● It is essential that promotional material is shared with members and the community with enough lead time and with no errors. This ensures maximum participation.</li></ul>
<b>Time requirements</b>	<ul style="list-style-type: none"><li>● 5 hours a week</li></ul>

## 8. Marketing Coordinator

This role will suit a person that will like to extend their skills in developing eye-catching marketing material. Experience and access to editing software, such as photoshop, is desirable, but not required.

<b>Responsibilities</b>	
<b>Advertising developer</b>	<ul style="list-style-type: none"><li>● Responsible for developing the advertising material for the state with an emphasis in designing eye-catching posters and pictures for the online or physical form. Other examples might be, writing emails to send to members or creating Facebook posts</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>● Maintaining regular communication with the State Representative and Media and Communication person to maintain AYAA's advertising standards</li></ul>
<b>Support</b>	<ul style="list-style-type: none"><li>● Support the Media and Communication role in its duties to communicate with AYAA members</li></ul>
<b>Time requirements</b>	<ul style="list-style-type: none"><li>● 3 hours a week</li></ul>

## 9. Outreach Coordinator

Report directly to the state rep/vice rep. The role is to promote AYAA to engage new members. Visiting schools is an important part of this role, and therefore, the ability to obtain a working with children check is necessary for this role.

<b>Responsibilities</b>	
<b>Partners engagement</b>	<ul style="list-style-type: none"><li>● Responsible for growing and maintaining good relationships with schools, universities or outreach partners</li></ul>
<b>Proactive</b>	<ul style="list-style-type: none"><li>● Finding ways to communicate to the public requires an active engagement with organizations. Therefore, this role requires that the person is proactive at finding new avenues to reach new people.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>● Regular communication with the State Representative and the Media and Communication person should be maintained to organise events or marketing campaigns</li></ul>
<b>Time requirements</b>	<ul style="list-style-type: none"><li>● 3 hours a week</li></ul>

## 10. University representatives

Their role is to give the state committee a leg up in communication with the various university clubs/societies, as well as inform the committee about opportunities within the universities that may go unnoticed otherwise. This role will suit a person that is proactive and feels comfortable approaching new people.

<b>Responsibilities</b>	
<b>Student engagement</b>	<ul style="list-style-type: none"><li>● To promote AYAA to new students within the university and create a welcoming environment for all.</li></ul>
<b>University engagement</b>	<ul style="list-style-type: none"><li>● Promote AYAA to the University representatives and create an environment of trust to achieve a long-lasting relationship of mutual support</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>● Maintain active communication with the Outreach Coordinator to support the acquisition of new members</li></ul>
<b>Time requirements</b>	<ul style="list-style-type: none"><li>● 2 hours a week</li></ul>