



AYAA

AUSTRALIAN YOUTH AEROSPACE ASSOCIATION

STATE REPRESENTATIVE
INFORMATION PACKAGE

2021

THE AUSTRALIAN
YOUTH AEROSPACE
ASSOCIATION



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ABOUT THE AYAA

The Australian Youth Aerospace Association (AYAA) is a not-for-profit organisation run by and for students and young professionals. Together we strive to promote education, awareness and involvement in the Australian aerospace industry and greater STEM community. The AYAA engages with people across Australia, launching connections between industry and the growing youth STEM community. Igniting the passion of the Australian youth STEM community is done through National scale events including the Aerospace Futures conference, the Australian Youth Aerospace Forum, the Australian Universities Rocket Competition, and the Astra Program. These events are complemented through the frequent running of local state events.

Mission Statement

The Australian Youth Aerospace Association helps shape the future of the aerospace industry by bringing together passionate individuals that inspire and engage through a mutual sense of community and comradery, united in our goals and interests. Together we strive for growth and create opportunities, uphold our values, and work towards shared success.

The AYAA Values

- Diversity** We promote diversity in the Aerospace community – through our people, ideas, events, and cultures.
- Community** We uphold a strong sense of professional and personal community in everything we do.
- Opportunity** We are committed to providing diverse opportunities for growth – whether it be personal, social, or professional – for anyone at any stage of their life and career.
- Integrity** We act with integrity, professionalism, and with commitment to our values.

Igniting passion. Launching connections. Mission accomplished.



NATIONAL EVENTS

Aerospace Futures (AF)

The Aerospace Futures conference covers a wide range of topics from civil aviation, engineering and astronomy to geospatial intelligence, space science and law. 2021 will mark the 12th year the AF conference has run, with a total of over 1500 Student Delegates and 80 organisations involved. To date, the event has been hosted in five Australian states and territories, proudly sponsored by the respective state governments, as well as national and international players.

In 2021, Aerospace Futures returns to Adelaide where it has previously been highly successful in engaging both the current and future generations of aerospace forerunners. Targeting a substantial 400 delegates, the event is focused towards undergraduate and postgraduate students, and young professionals from across Australia and New Zealand and it is for this reason that event is held during the university winter break.

Australian Youth Aerospace Forum (AYAF)

The Australian Youth Aerospace Forum is a five-day forum hosted in Brisbane, Queensland 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 and tour aerospace facilities around Brisbane. Students will also gain exposure to various aviation and aerospace related courses and career opportunities that will be available to them upon completing secondary school.

Students are encouraged to actively develop their aerospace industry skills through several practical activities such as the design and operation of a model rocket. AYAF is open to 60 students Australia wide, who are interested in a potential career in aerospace.



NATIONAL COMPETITIONS & PROGRAMS

Australian Universities Rocket Competition (AURC)

The Australian Universities Rocket Competition is Australia's first competition for tertiary student rocketry teams, with its inaugural launch event in April of 2019. Competing teams are required to design, build, and launch a solid-propellant sounding rocket to either 10,000 ft or 30,000 ft while carrying a cube-sat payload.

The event engages Australia's best and brightest university students and challenges them to show industry partners and government alike exactly what the next generation has in store. Projects are assessed throughout their design cycle, which include project management and safety approaches, simulations and modelling, manufacturing and testing procedures, launch and recovery success.

Astra Program

The Astra Program is an initiative developed by university students and young professionals to promote transdisciplinary collaboration and meet real, aerospace industry-based scenarios. The program is a unique take on the traditional concept of working groups. Participants are placed into teams, and will be presented with multi-faceted scenarios in the aerospace domain. They engage with one another as well as with government, industry and academic partners in discussions to address industry-based issues while portraying a character, or profile, within the aerospace domain.

The teams will consist of undergraduate, postgraduate, and young professionals from a diverse range of disciplines. The Astra Program aims to attract a diverse range of participants, from backgrounds including STEM, Law, Geopolitics, and the Humanities. The Astra Program aims to prepare students by exposing them to the issues that professionals within the aerospace industry are confronted with throughout their careers.



STATE EVENTS

The AYAA has chapters in NSW, QLD, VIC, WA, ACT, and SA. Each chapter has a sub-committee which is run by a State Representative. State committees are comprised of primarily university students who volunteer their time to organise and host events. Chapters are not university-specific and there are no entry requirements – the AYAA welcomes a diverse range of members.

State-hosted events are focussed on connecting tertiary education students with industry, highlighting exciting aerospace and aviation career pathways, and promoting STEM to the younger generation. Across each chapter, an average of two events occurs each semester. Such events are typically tailored to the current climate within the aerospace industry, to ensure the AYAA Community is engaged with the latest developments in the country. This offers the event participants the opportunity to engage with industry representatives, and discover the latest developments to become equipped with the skills and awareness required to be successful in the industry.

Events vary annually and depend on the state chapter. Events which have been run include:

- Networking Nights
- Mock Interviews
- Social Nights
- Presentations / Panel Discussions
- Site Tours
- AYAA Online Video Content



COMMITTEE STRUCTURE

Overview

The AYAA National Executive Committee is the heart of the organisation and is represented by members from all backgrounds. The committee is responsible for aligning the AYAA with its strategic plans by managing events, programs, budgeting, and new initiatives. The AYAA is an incorporated association under the Queensland Incorporations Act and is managed under the Standard Model Rules. The AYAA was incorporated on the 28th November 2008; incorporation number A136754. For 2021, the AYAA National Executive Committee is organised into Portfolios and Divisions, lead by a Senior Leadership Team.

Divisions & Portfolios

The AYAA committee is grouped into three thematic divisions: Operations & Strategy, Communications & Events, and National Engagement. Within each Division, there are portfolios for positions that are similar in functionality or responsibility sets, so that they can benefit from collaboration with their counterparts. There are a total of five portfolios across the committee structure: Strategy, Operations, National Events, Communications, and National Engagement.

Senior Leadership Team

The Senior Leadership Team consists of eight positions, and are collectively responsible for the management and direction of the AYAA. Each position represents a specific aspect of the association in order to bring a diverse and balanced set of perspectives to a decision. Senior Leadership Team members, with the exception of the President, Secretary and Treasurer, are responsible for a portfolio of two members; except for the National Engagement Manager, who is responsible for up to eight members.



COMMITTEE STRUCTURE

Organisation Chart

SENIOR LEADERSHIP TEAM

OPERATIONS & STRATEGY
DIVISION

PRESIDENT

STRATEGY PORTFOLIO

VICE PRESIDENT OF STRATEGY

LEGAL OFFICER

SCHOLARSHIPS COORDINATOR

OPERATIONS PORTFOLIO

VICE PRESIDENT OF OPERATIONS

AURC DIRECTOR

ASTRA DIRECTOR

COMMUNICATIONS & EVENTS
DIVISION

SECRETARY

NATIONAL EVENTS PORTFOLIO

NATIONAL EVENTS MANAGER

AF CHAIR

AYAF CHAIR

COMMUNICATIONS PORTFOLIO

COMMUNICATIONS MANAGER

MEDIA & MARKETING COORDINATOR

SYSTEMS ADMINISTRATOR

NATIONAL ENGAGEMENT
DIVISION

TREASURER

NATIONAL ENGAGEMENT PORTFOLIO

NATIONAL ENGAGEMENT MANAGER

STATE REPRESENTATIVES



NOMINATION REQUIREMENTS

1. All nominees to the AYAA National Executive Committee must declare any potential, actual and perceived Conflict of Interests which may occur during their time as part of the committee. This could be due to past, current or future affiliation with industry partners, competing AURC teams, student societies and/or university committees. Note: declaring a conflict of interest does not exclude you from any position by default; declaring it ensures the AYAA is able to maintain its professional integrity and allows us to construct a framework to manage and prevent issues that may arise. Not declaring a conflict of interest will result in automatic disqualification and/or removal from the national committee.
2. All nominees to the AYAA National Executive Committee cannot be current members of an AYAA events, competition or program organising committee (AURC, AYAF, AF, ASTRA).



POSITION DESCRIPTIONS

1.0 Available Positions

1.1 State Representative*

*Vacancies open only for WA and NT Representatives

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STATE REPRESENTATIVE

National Engagement Division National Engagement Portfolio

The State Representatives are some of the primary faces of the AYAA by organising and running local events in each state. They run a committee of 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. 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.

Position Details

Resourcing

- 5-10 hours per week

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

- Time management skills and attention to detail.
- Strong written and verbal communication.
- Ability to work effectively in a team and independently.
- Outstanding event and team management skills.
- Experience in organising and running AYAA events is preferable.
- Ability to manage a large, diverse team.
- Confident and passionate to network with a wide range of stakeholders.
- Able to convert relationships into mutually beneficial partnerships.



Position Responsibilities

Event Management	<ul style="list-style-type: none"> State Representatives must organise and manage a range of events. While it is not expected that every state rep has these skills upon starting the role. It is expected that they are able to learn on the job and develop these skills throughout the year.
Community Engagement	<ul style="list-style-type: none"> State Representatives must seek out opportunities to create and support community engagement events. These might include events tailored towards different demographics, with different partners or different stakeholders. The State Representative must be able to balance these requirements.
Industry Engagement	<ul style="list-style-type: none"> Throughout the year, different events will require different industry presence. From panel events to industry seminars and networking nights, the State Representatives must have an eagerness and capability to grow and contact their network of industry representatives to manage these events.
Lead and Manage	<ul style="list-style-type: none"> The State Representatives are advised to form a committee in their respective state to help them organise and plan events. The State Representative must manage and lead this committee to perform and cultivate a positive culture within the organisation.

Considerations

State sub-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 and managing their states' committees, which typically comprises of a Secretary, Treasurer, Marketing Manager and, optionally, a number of Committee Members.

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. The State Representative is responsible for managing their local committee.

For further information about this position, please contact joshua.rohan-gould@ayaa.com.au



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STATE REPRESENTATIVE

Portfolio & Division

Portfolio
Portfolio: National Engagement
Portfolio Lead: National Engagement Manager
Portfolio Members:

- State Representatives

Division
Division: National Engagement
Division Members:

- Treasurer
- National Engagement Manager
- State Representatives

Administration

Approval February, 2021 – Senior Leadership Team

Last Updated 22nd February, 2021 – Senior Leadership Team

THANK YOU

The AYAA would like to thank you for reading this information package and hope that you are as excited as we are to be a key part in building the future of Australia's aerospace industry and in improving the skills of our university graduates. We hope that, together, we will be able to raise the interest in the industry and develop the capabilities of our workforce to a world-class standard.

If you have any further questions or enquiries, please contact us on contact@ayaa.com.au.