



AYAAA

AUSTRALIAN YOUTH AEROSPACE ASSOCIATION

SENIOR LEADERSHIP TEAM

INFORMATION PACKAGE

2024

THE AUSTRALIAN YOUTH
AEROSPACE ASSOCIATION



TABLE OF CONTENTS

INTRODUCTION

About The AYAA	3
National Events	4
National Competitions & Programs	5
State Events	6
Committee Structure	7
Application Overview	9

POSITION DESCRIPTIONS

1.0 Senior Leadership Team	10
1.1 President	11
1.2 Secretary	14
1.3 Treasurer	16
1.4 Vice President of Strategy	18
1.5 Vice President of Operations	20
1.6 National Events Manager	22
1.7 Communications Manager	24
1.8 National Engagement Manager	26

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. 2020 marked the 11th 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 2024, Aerospace Futures will be taking off to Sydney 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.

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 AI36754. For 2024, 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. When any position within the Senior Leadership Team is not filled, or in instances where a specific member's responsibilities may be a conflict of interest, the responsibilities of the open position are distributed to the remainder of the team.



COMMITTEE STRUCTURE

Organisation Chart (2023)



APPLICATION OVERVIEW

Nomination Requirements

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.

Additionally, all nominees to the AYAA National Executive Committee cannot be current members of an AYAA event, competition or program organising committee (AYAF, AF, AURC, ASTRA).

Nomination Procedure

As National Committee positions are selected by the sitting Senior Leadership Team, nominees should expect to be assessed based both on submitted responses and an interview. These interviews are generally held within two weeks after applications close and can consist of three interviewers, generally being members of the Senior Leadership Team best relevant to the position. Regardless of outcome, all nominees should expect to be notified of the position selection outcome via their nominated email.

Nominees wishing to apply for positions on the Senior Leadership Team should be aware that these positions may have specific requirements, including some legally mandated requirements, detailed within each section. Applicants should be aware that these positions are voted upon on at the Annual General Meeting and generally hold the requirement that the applicant must have been a member of the previous National Committee.

All successful applicants can expect that all positions hold an onboarding & handover period and should generally expect this period to take place shortly after accepting the position.

How to Apply

National Committee positions are generally advertised early November every year, with Senior Leadership Team positions opening late November. Applications are generally advertised online via the AYAA's social media pages and collected using online forms maintained by the AYAA. Whilst most positions with the AYAA do open around these times may not be currently open for application as they may already be filled or have additional requirements dictating a different application window. Hence only positions open application will be a selectable item in the respective online application.

Up-to-date information regarding the location of the Application Form and the most recent version of this Information Booklet can be found under the relevant application page at; <https://ayaa.com.au/join>

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



POSITION DESCRIPTIONS

1.0 Senior Leadership Team

- 1.1 President
- 1.2 Secretary
- 1.3 Treasurer
- 1.4 Vice President of Strategy
- 1.5 Vice President of Operations
- 1.6 National Events Manager
- 1.7 Communications Manager
- 1.8 National Engagement Manager

*Senior Leadership Team
Operations & Strategy Division*

The President focuses on setting strategy and direction, leading the organisation in accordance with organisation values and policies. The President must have previous experience within AYAA along with strong relationship building skills.

Position Details

Resourcing

- 10-15+ hours per week
- The President will have a baseline 10-15 hours per week of work to complete including attending meetings, managing projects and overall strategy. There will also be a significant amount of additional work which will come up throughout the year. At these times, it is the expectation of the President that they can dedicate a significant amount of time to AYAA. Historically, this requirement can exceed 40 hours in a single week

Requirements

- Experience in the AYAA National Committee and Senior Leadership Team
- Show a strong sense of personal motivation and initiative
- Excellent verbal and written communication skills
- Time management skills and attention to detail
- Excellent written and verbal communication
- Ability to work effectively in a team and independently
- Strong public speaking and networking capabilities
- The ability to exercise a degree of diplomacy and assertiveness
- Reliable access to email and prompt turnaround time to requests posed by committee members and other individuals
- Detailed knowledge of local and international aeronautical and space sectors, particularly insight to other industry organisations, is highly regarded

Position Responsibilities

Leadership & Governance	<ul style="list-style-type: none"> • Supervise and maintain AYAA's events and activities, ensuring that they are executed in a timely and professional manner • Ensure that the association meets its legal requirements as per the Queensland Office of Fair Trading requirements of Incorporated Bodies • Approve transactions and proposals posed by the executive committee • Conduct continuous improvement of AYAA's project management capability • Support and guide members of the National Executive Committee • Provide leadership and guidance on project management matters to all national team members • Communicate Senior Leadership Team decisions and guidance to National Executive
Strategy	<ul style="list-style-type: none"> • Identify future projects, revenue streams, and opportunities for AYAA growth • Assess internal structure and provide future-proofing conventions to maintain the efficiency of operations • Work closely with the Senior Leadership Team & National Committee Members to establish short-term and long-term goals with regards to national influence, international presence, collaborative efforts with other related organisations, sponsorship potentials and the running of events • Represent the Australian Youth Aerospace Association nationally and internationally
Project Management Support	<ul style="list-style-type: none"> • Provide guidance and mentoring to the Senior Leadership Team and other members of the AYAA • Support the Events Manager & Vice President - Strategy in managing the AYAA Events & Projects • Review lessons, risks and issues that are raised with a project management focus • Action program issues including updates to the relevant AYAA documents • Proof-read, edit, review and approve all documents submitted by the executive committee such as Prospectuses, Final Reports and news items • Create official documents and writing on behalf of the Australian Youth Aerospace Association, these may include letters of support and thanks, press releases and individual references

Portfolio & Division

Portfolio	<p>Portfolio: Senior Leadership Team</p> <p>Portfolio Members:</p> <ul style="list-style-type: none"> • President • Secretary • Treasurer • Vice President of Strategy • Vice President of Operations • National Events Manager • Communications Manager • National Engagement Manager
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Division	<p>Division: Operations & Strategy</p> <p>Division Members:</p> <ul style="list-style-type: none"> • President • Vice President of Operations • Vice President of Strategy
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Administration

Approval November, 2022 – Senior Leadership Team

Last Updated 12th January, 2024 – Senior Leadership Team

*Senior Leadership Team
Communications & Events Division*

The Secretary maintains the prime responsibility of ensuring that the Australian Youth Aerospace Association adheres to all rules and regulations governing an incorporated association. Further duties include scheduling meetings, taking minutes, maintaining communications through monitoring the association's PO Box and forwarding general enquiries to appropriate committee members.

Position Details

Resourcing

- 7+ hours per week
- The role of the Secretary will have a baseline 7 hours per week of work to complete including organising and attending meetings, as well as checking the AYAA Post Box in St Lucia. There will also be a significant amount of additional work which will come up throughout the year. At these times, it is not expected that the role will take up more than 15 hours per week.

Requirements

- Must be a resident of Queensland
- Experience in the AYAA National Committee and Senior Leadership Team is desired
- Show a strong sense of personal motivation and initiative
- Excellent verbal and written communication skills
- Time management skills and attention to detail
- Ability to work effectively in a team and show initiative
- Outstanding proof-reading, editing, reviewing and writing skills
- Proficiency in word processing, email and online tools
- Able to self-motivate and show initiative in seeing potential issues which could arise in the AYAA structure.

Considerations

It is important that the applicant is mindful that they will be required to register as an office bearer of the association with the Queensland Office of Fair Trading, and as such bears a legal responsibility on behalf of AYAA. Many of the responsibilities for this role are specified from the government, so an understanding of these is desired, or at least an ability to find these responsibilities to adhere to them.

Please note that it is a state mandated requirement that the registered Secretary of any organisation be a Queensland Resident, as such this requirement is not negotiable.

1.2

SECRETARY

Position Responsibilities

Leadership & Governance	<ul style="list-style-type: none">• Provide leadership and guidance to all AYAA National team members• Communicate SLT decisions and guidance to all members
Management	<ul style="list-style-type: none">• Coordinating the changeover process with the Queensland Office of Fair Trading• Organising and scheduling meetings:<ul style="list-style-type: none">• National Committee• Senior Leadership Meeting• Taking minutes for executive meetings and distributing documents for approval shortly after their dismissal• Assisting with proof-reading, reviewing and editing incoming documents• Addressing or forwarding general enquiries received via the online enquiry system
Legal Duties	<ul style="list-style-type: none">• Ensure the association meets its legal requirements as per the Queensland Office of Fair Trading requirements of Incorporated Bodies.• Ability to regularly check the association's PO Box in St Lucia• Highly organised with strong time management skills and attention to detail

Portfolio & Division

Portfolio	<p>Portfolio: Secretary Portfolio</p> <p>Portfolio Members:</p> <ul style="list-style-type: none">• Legal Officer
Division	<p>Division: Communications & Events</p> <p>Division Members:</p> <ul style="list-style-type: none">• National Events Manager• Communications Manager• Aerospace Futures Chair• AYAF Chair• Media & Marketing Coordinator• Systems Administrator

Administration

Approval	February, 2024 – Senior Leadership Team
Last Updated	12th February, 2024 – Senior Leadership Team



1.3

TREASURER

*Senior Leadership Team
National Engagement Division*

The Treasurer is responsible for executing the financial obligations of the organisation. These include approving and managing reimbursements, invoices, payments, and budgets of state and national events, as well as organising quarterly tax returns and a yearly financial audit.

Position Details

Resourcing	<ul style="list-style-type: none">• 7+ hours per week <p>The Treasurer will have a baseline 7 hours per week of work to complete including monitoring and recording financial transactions and budgets, and attending meetings. There will also be a significant amount of additional work which will come up throughout the year as payment deadlines for national and state events arrive.</p>
Requirements	<ul style="list-style-type: none">• Experience as treasurer or sponsorship coordinator for a national event committee or state sub-committee is preferred• Time management skills and attention to detail• Show a strong sense of personal motivation and initiative• Excellent verbal and written communication skills• Ability to work effectively in a team and independently• Experience with bookkeeping software such as MYOB or Xero is highly regarded

Position Responsibilities

Leadership & Governance	<ul style="list-style-type: none">• Provide leadership and guidance on all financial decisions in the Senior Leadership Team• Communicate and update financial decisions to State Committees, Chairs, Directors, and the Senior Leadership Team
State Finances	<ul style="list-style-type: none">• Set and track budgets for states respective to their engagement• Process invoices, reimbursements, and payments• Forward remittance documents after payments have been made
National Finances	<ul style="list-style-type: none">• Work closely with the chair and treasurer of each national event• Track and close budgets for marquee events• Track and process invoices, payments and reimbursements• Forward remittance documents after payments have been made• Process scholarship payments on behalf of the Scholarship Coordinator
National Initiatives	<ul style="list-style-type: none">• Track GST contributions on all outgoing invoices, transferring contributions to the appropriate account• Actively track all financial transactions through the AYAA MYOB accounting software package• Lodge Business Activity Statements (BAS) to the Australian Taxation Office (ATO) through the online portal.• Ensure audit of all AYAA accounts for the previous financial year is conducted prior to the Annual General Meeting

Position Responsibilities cont.

Account Management	<ul style="list-style-type: none"> • Remove previous year signatories on the bank account • Transfer administrator access on the account from previous treasurer • Add the appropriate signatories to the account • Open new bank accounts if required, such as savings or transaction accounts
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Portfolio & Division

Portfolio	<p>Portfolio: Senior Leadership Team</p> <p>Portfolio Members:</p> <ul style="list-style-type: none"> • Scholarships Coordinator
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Division	<p>Division: National Engagement</p> <p>Division Members:</p> <ul style="list-style-type: none"> • National Engagement Manager • State Representatives
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Administration

Approval	November, 2022 – Senior Leadership Team
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Last Updated	12th January, 2024 – Senior Leadership Team
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*Senior Leadership Team
Operations & Strategy Division
Strategy Portfolio*

The primary responsibility of the Vice President of Strategy is to manage and oversee all major strategic partnerships with the AYAA. They will become the point of contact for new and existing partners when discussing funding and corporate opportunities. The work will be conducted as part of the Strategy Portfolio to which the Vice President of Strategy manages. On top of the responsibility to the members and programs in the Strategy Portfolio, this position will play a significant role in the overall governance and strategic planning of the AYAA, alongside the President and Vice President of Operations. As a Vice President of the organisation, it is expected that they assist in organisational wide events and maintain an active presence in the AYAA national committee and community.

Position Details

Resourcing

- 10+ hours per week

The Vice President of Strategy will have a baseline 10 hours per week of work to complete including organising and attending meetings. There will also be a significant amount of additional work which will come up throughout the year when working directly with partners.

Requirements

- Past experience within the AYAA National committee is preferred
- Time management skills and attention to detail
- Excellent written and verbal communication
- Ability to work effectively in a team as well as independently
- Outstanding proof-reading, editing, reviewing and writing skills
- Strong public speaking and networking capabilities
- The ability to exercise a degree of diplomacy and assertiveness
- Flexibility in terms of availability and time commitment
- Detailed knowledge of local and international aerospace sectors, particularly insight to other industry organisations, is highly regarded
- Prior experience within any of AYAA National events, competitions or programs
- Ability to seek out grants, sponsorships and funding opportunities
- Actively building relationships with existing partners and exploring room to develop future partnerships

1.4

VICE PRESIDENT OF STRATEGY

Position Responsibilities

Leadership & Governance	<ul style="list-style-type: none">• Provide leadership and guidance on project management matters to all national team members• Communicate Senior Leadership Team decisions and guidance to portfolio members• Lead and manage the Strategy Portfolio• Communicates project and program risks, issues and lessons learnt to the Senior Leadership Team
Partnership Development	<ul style="list-style-type: none">• Oversight of the contact between AYAA and its major partners• Ensure AYAA maintains a positive relationship with its major funding partners• Seek out new financial partners for AYAA• Maintain oversight of AYAA's activities throughout the year

Portfolio & Division

Portfolio	<p>Portfolio: Strategy Portfolio Lead: Vice President of Strategy Portfolio Members:</p> <ul style="list-style-type: none">• Alumni Engagement Officer• Analyst
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Division	<p>Division: Operations & Strategy Division Members:</p> <ul style="list-style-type: none">• President• Vice President of Operations• Vice President of Strategy• AURC Director• Astra Director• Alumni Engagement Officer• Analyst
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Administration

Approval	November, 2022 – Senior Leadership Team
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Last Updated	12th January, 2024 – Senior Leadership Team
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*Senior Leadership Team
Operations & Strategy Division
Operations Portfolio*

The Vice President of Operations is in charge of managing the directors of the AYAA's programs and competitions in the Operations Portfolio. The roles in the Operations Portfolio include the AURC Director, and the Astra Program Director. This position ensures that these programs and competitions are proceeding on schedule and within budget. On top of the responsibility to the members and programs in the Operations Portfolio, this position will play a significant role in the overall governance and strategic planning of the AYAA, alongside the President and Vice President of Strategy. As a Vice President of the organisation, it is expected that they assist in organisational wide events and maintain an active presence in the AYAA national committee and community.

Position Details

Resourcing

- 10+ hours per week

The Vice President of Operations will have a baseline 10 hours per week of work to complete including assisting the planning of projects and fixing issues which arise. There will also be a significant amount of additional work which will come up throughout the year. At these times, it is the expectation that they can dedicate a significant amount of time to AYAA.

Requirements

- Strong communication and interpersonal skills
 - Time management skills and attention to detail
 - Excellent written and verbal communication
 - Flexibility in terms of availability and time commitment
 - Ability to work effectively in a team as well as independently
 - Outstanding proof-reading, editing, reviewing and writing skills
 - Ability to lead a small committee
 - Prior experience within any of AYAA National events, competitions or programs
 - An understanding of managing project timelines, risks and budgets
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1.5

VICE PRESIDENT OF OPERATIONS

Position Responsibilities

Leadership & Governance	<ul style="list-style-type: none">• Provide leadership and guidance on project management matters to all national team members.• Communicate Senior Leadership Team decisions and guidance to the national committee.• Provide insight and experience to other members and portfolios in the national committee as part of the Senior Leadership Team
Program Management	<ul style="list-style-type: none">• Responsibility to the AYAA competitions and programs, as they will manage a significant proportion of the financial commitment of the AYAA.• Communicates project and program risks, issues and lessons learnt to the Senior Leadership Team
Portfolio Support	<ul style="list-style-type: none">• Support the Operations Portfolio in managing their own committees• Provide advice and direction to all members of the portfolio• Review lessons, risks and issues that are raised with a project management focus• Action program issues including updates to the relevant AYAA documents

Portfolio & Division

Portfolio	<p>Portfolio: Operations Portfolio Lead: Vice President of Operations Portfolio Members:</p> <ul style="list-style-type: none">• AURC Director• Astra Director
Division	<p>Division: Operations & Strategy Division Members:</p> <ul style="list-style-type: none">• President• Vice President of Operations• Vice President of Strategy• AURC Director• Astra Director• Alumni Engagement Officer• Analyst

Administration

Approval	November, 2022 – Senior Leadership Team
Last Updated	12th January, 2024 – Senior Leadership Team

1.6

NATIONAL EVENTS MANAGER

*Senior Leadership Team
Communications & Events Division
National Events Portfolio*

The National Events Manager is in charge of managing the directors of each of the AYAA's National Events: the Australian Youth Aerospace Forum and the Aerospace Futures Conference. Currently, the AYAF event is to be held in July 2024, with the AF event is planned to be to held early; however, the timing of these events is strongly dependent on the COVID pandemic restrictions at the time. This position ensures that these events are proceeding on schedule and within budget.

Position Details

Resourcing

- 10+ hours per week

The National Events Manager will have a baseline 10 hours per week of work to complete including assisting the planning of projects and fixing issues which arise. There will also be a significant amount of additional work which will come up throughout the year. At these times, it is the expectations of the National Events Manager that they can dedicate a significant amount of time to AYAA.

Personal Requirements

- Strong communication and interpersonal skills
- Time management skills and attention to detail
- Excellent written and verbal communication
- Flexibility in terms of availability and time commitment
- Ability to work effectively in a team as well as independently
- Outstanding proof-reading, editing, reviewing and writing skills
- Ability to lead a small committee
- Prior experience within any of AYAA National events, competitions or programs
- An understanding of managing project timelines, risks and budgets

Position Responsibilities

Leadership & Governance	<ul style="list-style-type: none"> • Provide leadership and guidance on project management matters to all national team members • Communicate Senior Leadership Team decisions and guidance to the national committee • Provide insight and experience to other members and portfolios in the national committee as part of the Senior Leadership Team
Program Management	<ul style="list-style-type: none"> • Responsibility to the AYAA National Events, as they will manage a significant proportion of the financial commitment of the AYAA • Communicates project and program risks, issues and lessons learnt to the Senior Leadership Team
Portfolio Support	<ul style="list-style-type: none"> • Support the National Events Portfolio in managing their own committees • Provide advice and direction to all members of the portfolio • Review lessons, risks and issues that are raised with a project management focus • Action program issues including updates to the relevant AYAA documents

Portfolio & Division

Portfolio	<p>Portfolio: National Events Portfolio Lead: National Events Manager Portfolio Members:</p> <ul style="list-style-type: none"> • Aerospace Futures Chair • Australian Youth Aerospace Forum Chair
Division	<p>Division: Communications & Events Division Members:</p> <ul style="list-style-type: none"> • Secretary • National Events Manager • Communications Manager • Legal Officer • AF Chair • AYAF Chair • Media and Marketing Coordinator • Systems Administrator

Administration

Approval	December, 2024 – Senior Leadership Team
Last Updated	10th December, 2024 – Senior Leadership Team



*Senior Leadership Team
Communications & Events Division
Communications Portfolio*

The Communications Manager will be responsible for overseeing the Communications portfolio with the primary responsibility of maintaining the public image of the AYAA. The Communications Manager will manage this through the oversight of the AYAA's public online presence & media, marketing and other services & communications. The Communications Manager is also responsible for communicating the status & effect of the organization's social platforms, services and operations.

Position Details

Resourcing

- 1-5 hours per week

Applicants shall be aware that the Communications Manager is a position that poses fluctuating time commitments in terms of greater workloads. At its peak, the Communications Manager is expected to expend anywhere from 1 to 5 hours per week in management and planning.

Requirements

- Effective, confident and proactive communication. It will be important to express and highlight achievements, but also to receive constructive criticism.
- Effective time management and scheduling/coordination of many people.
- Interested in the wellbeing of others. Able to speak to people of from all backgrounds
- Energy, ability to motivate others

Considerations

This role poses a significant time commitment and requires a great deal of effort. It does, however, provide a great learning opportunity to broaden skills and gain experience in the management field. It may be very informative to someone with an aerospace interest that may not be directly studying for a related degree.

1.7

COMMUNICATIONS MANAGER

Position Responsibilities

Leadership	<ul style="list-style-type: none">• Communicate SLT decisions and guidance to portfolio members• Work with the SLT to develop strategies that contribute to a positive AYAA image
Liaising and public outreach	<ul style="list-style-type: none">• Manage and maintain the AYAA’s public image.• Oversee and ensure consistency within the AYAA’s media, marketing and general presence
Organisation Efficiency and Effectiveness	<ul style="list-style-type: none">• Run a portfolio meeting every month or more frequently at your discretion• Ensure the smooth operation of AYAA platforms & services

Portfolio & Division

Portfolio	<p>Portfolio: Communications Portfolio Lead: Communications Manager Portfolio Members:</p> <ul style="list-style-type: none">• Media & Marketing Coordinator• Systems Administrator
Division	<p>Division: Communications & Events Division Members:</p> <ul style="list-style-type: none">• Secretary• National Events Manager• Communications Manager• AF Chair• AYAF Chair• Media & Marketing Coordinator• Legal Officer• Systems Administrator

Administration

Approval	April, 2023 – Senior Leadership Team
Last Updated	6th February, 2023 – Senior Leadership Team



1.8

NATIONAL ENGAGEMENT MANAGER

*Senior Leadership Team
National Engagement Division
National Engagement Portfolio*

The National Engagement Manager role oversees national outreach initiatives and identifies areas for expansion of AYAA's demographic. The National Engagement manages all State Representatives as part of their portfolio. This responsibility includes ensuring all state events receive adequate support in the organisational phase and that the state representatives are sufficiently supported in their roles.

Position Details

Resourcing	<ul style="list-style-type: none">• 5+ hours per week <p>The time requirements for this role will be consistent at least 5 hours per week. As different events in each state come up, it will be expected that the National Engagement Manager work will increase.</p>
Requirements	<ul style="list-style-type: none">• Time management skills and attention to detail• Excellent written and verbal communication• Ability to work effectively in a team and independently• Outstanding proof-reading, editing, reviewing and writing skills• Experience in organising and running AYAA events.• Ability to manage a large, diverse team around Australia.

Position Responsibilities

Leadership & Governance	<ul style="list-style-type: none">• Provide leadership and guidance on project management matters to all national team members in their portfolio.• Communicate Senior Leadership Team decisions made within the portfolio.
State Events & Communities	<ul style="list-style-type: none">• Work alongside State Representatives to collaborate across universities and develop the local aerospace community• Collaborate with the National Engagement Portfolio to brainstorm creative ideas for new events and forms of outreach• Provide high-level guidance in the organisation of state events and assist in identifying strengths, weaknesses, opportunities and threats accordingly
Tertiary Students & Young Professionals	<ul style="list-style-type: none">• Ensure state events are reaching out to both young professionals, undergraduates and students in tertiary education• Maintain AYAA alumni network



Portfolio & Division

Portfolio	Portfolio: National Engagement Portfolio Lead: National Engagement Manager Portfolio Members: <ul style="list-style-type: none"> • State Representatives
Division	Division: National Engagement Division Members: <ul style="list-style-type: none"> • Treasurer • National Engagement Manager • Scholarship Coordinator • State Representatives

Administration

Approval	November, 2022 – Senior Leadership Team
Last Updated	7th November, 2022 – 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.