



# AYAAA

## AUSTRALIAN YOUTH AEROSPACE ASSOCIATION

NATIONAL EXECUTIVE COMMITTEE

INFORMATION PACKAGE

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2024

THE AUSTRALIAN YOUTH  
AEROSPACE ASSOCIATION



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\*Positions to open within 2024

\*\*Positions already fulfilled for 2024

\*\*\*Some positions are already fulfilled for 2024

## ABOUT THE AYAA

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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

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### *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

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### *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

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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

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## *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](mailto:contact@ayaa.com.au).



## POSITION DESCRIPTIONS

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### 1.0 Strategy Portfolio

1.1 Alumni Engagement Officer\*

1.2 Analyst\*\*

\*Positions to open within 2024

\*\*Positions already fulfilled for 2024

# POSITION DESCRIPTIONS

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## 2.0 Operations Portfolio

2.1 AURC Director\*\*

2.2 Astra Director\*

\*Positions to open within 2024

\*\*Positions already fulfilled for 2024

## 2.1

# AUSTRALIAN UNIVERSITIES ROCKET COMPETITION DIRECTOR\*\*

### *Operations & Strategy Division Operations Portfolio*

The AURC Director is responsible for the coordination and planning of the annual Australian Universities Rocket Competition. They act as the main point of contact and focal point of a committee, and are responsible for a myriad of crucial tasks.

#### *Position Details*

##### **Resourcing**

- 10-20 hours per week (Full-Time when deliverables are due)
- Applicants shall take heed that the Australian Universities Rocket Competition Director is required to put in as much time as necessary to fulfil their duties. While the competition is still in inception, the time dedication required is of minimum 10 hours a week, varying as new challenges are introduced and required to be solved. This responsibility should be taken into consideration before applying.

##### **Requirements**

- Strong organisational skills, enthusiastic, highly motivated with significant attention to detail
- Ability to lead a team of 6-10 people
- Ability to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks
- Ability to focus on immediate tasks whilst maintaining the event as a whole, and ensuring that all aspects are fused in time for launch.
- Team management, ability to delegate duties and responsibilities

#### *Considerations*

On selection as Director, it is recommended that you select an organising committee to help plan and execute the AURC, as this will lessen the load of management and organisational duties. Be wary of large committees, as this has the potential to dilute responsibility, but a range of committee members around the country can be beneficial to meet different teams in person.

The AURC 2020 was the second competition after the inaugural competition taking place over 2018/2019. Due to the impact of the COVID-19 Pandemic in 2020; the AURC 2020 transitioned to an online format. The competition did not conclude with a launch event, instead, teams were assessed on their engineering methodology and practices, systems engineering approach, manufacturing and testing (plans), modelling and simulation, as well as overall project approach and rocket design.

As this role is still developing, it is expected that the responsibilities of the AURC Director will change throughout the year based on the needs of the competition and competitors. Those applying for the position should expect that the scope of their responsibilities will not be static.

*\*\*This position is already fulfilled for 2024*

## 2.1

# AUSTRALIAN UNIVERSITIES ROCKET COMPETITION DIRECTOR\*\*

### *Position Responsibilities*

<b>Competition Development</b>	<ul style="list-style-type: none"><li>• Maintain all rules and regulations for the AURC</li><li>• Developing and maintaining a working budget, as well as managing finances and ensuring that the event does not finish on a loss</li><li>• Sourcing sponsors, supporters, and competitors</li><li>• Provide overall vision for the future years of the competition such that required developments can commence in a timely manner</li></ul>
<b>Program Management</b>	<ul style="list-style-type: none"><li>• Recruit, select, train and lead the AURC Committee.</li><li>• Manage the timeline and create milestones to be achieved as part of organising the Competition</li><li>• Communicate program risks, issues and lessons learnt to the Vice President of Operations, Senior Leadership Team, and the AYAA National Committee</li></ul>
<b>Organisational Management</b>	<ul style="list-style-type: none"><li>• Managing key stakeholders, and ensuring all teams are supported</li><li>• Making decisions on program rules, team fees, and the competition running</li><li>• Organising the marketing campaign and effectively using available media to advertise</li></ul>

### *Portfolio & Division*

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

*\*\*This position is already fulfilled for 2024*

### *Administration*

<b>Approval</b>	February, 2024 – Senior Leadership Team
<b>Last Updated</b>	16th February, 2024 – Senior Leadership Team

## 2.2

## ASTRA DIRECTOR\*

### *Operations & Strategy Division Operations Portfolio*

The Astra Director is responsible for the coordination and planning of the Astra Program. They act as the main point of contact and focal point of a committee, and are responsible for a myriad of crucial tasks.

#### *Position Details*

<b>Resourcing</b>	<ul style="list-style-type: none"><li>• 10-20 hours per week</li></ul> <p>The Astra Director is required to put in as much time as necessary to fulfil their duties. As the role is accountable to both the Astra Committee as well as AYAA National Committee, candidates should expect multiple meetings per week on top of tasks and planning.</p>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Strong organisational skills, enthusiastic, highly motivated with significant attention to detail</li><li>• Ability to work as a leader and as a team member</li><li>• Ability to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks</li><li>• Ability to constantly focus on immediate tasks whilst maintaining focus on the event as a whole, and ensuring that all aspects are fused in time for launch.</li><li>• Team management, ability to delegate duties and responsibilities</li></ul>

#### *Position Responsibilities*

<b>Program Development</b>	<ul style="list-style-type: none"><li>• Develop the program topic, team configuration, and assembly schedule</li><li>• Organise partners and supporters for the program</li><li>• Develop and maintaining a working budget, as well as managing finances and ensuring that the event does not finish on a loss</li><li>• Provide overall vision for the future years of the program such that required developments can commence in a timely manner</li><li>• Organise the marketing campaign and effectively use available media to advertise</li></ul>
<b>Program Management</b>	<ul style="list-style-type: none"><li>• Recruit, select, train and lead the Astra Committee</li><li>• Manage the timeline and create milestones to be achieved as part of organising the program</li><li>• Communicate program risks, issues and lessons learnt to the Vice President of Operations, Senior Leadership Team, and the AYAA National Committee</li></ul>

*\*This position is to open in 2024*

*Portfolio & Division*

**Portfolio**

**Portfolio:** Operations  
**Portfolio Lead:** Vice President of Operations  
**Portfolio Members:**

- AURC Director
- Astra Director

**Division**

**Division:** Operations & Strategy Division  
**Division Members:**

- President
- Vice President of Operations
- Vice President of Strategy
- AURC Director
- ASTRA Director
- Alumni Engagement Officer
- Analyst

*\*This position is to open within 2024*

*Administration*

**Approval** February, 2024 – Senior Leadership Team

**Last Updated** 16th February, 2024 – Senior Leadership Team



## POSITION DESCRIPTIONS

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### 3.0 National Events Portfolio

3.1 AF Chair

3.2 AYAF Chair

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*Communications & Events Division  
National Events Portfolio*

The Aerospace Futures Chair is responsible for the recruitment of their committee and the complete coordination and planning of the annual Aerospace Futures conference. The committee must source speakers and representatives from companies and governmental organisations that are at the forefront of their respective fields. Over the years, the event has increased in size and calibre, with an annual relocation, as well as the introduction of a number of social activities and exhibition space. Due to the onset of COVID-19 in 2020 the physical event was transitioned into an online event, which is now going to be a permanent accompanying part of the Aerospace Futures timeline which continues throughout the year leading up to the physical event.

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*Position Details*

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**Resourcing**

- 8-15 hours per week

Applicants shall take heed that the Aerospace Futures Chair is required to put in as much time as necessary to fulfil their duties. As the role is accountable to both the Aerospace Futures committee as well as AYAA National, candidates should expect multiple meetings per week on top of tasks and planning.

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**Requirements**

- Have a vision for the physical event and for Aerospace Futures Online
  - Attention to detail, open-minded, quick-thinking, assertive, diplomatic
  - Confidence in public speaking, negotiation and conversation
  - Ability to effectively utilise and develop existing networks to foster conference participation by industry and academia
  - Capacity to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks
  - Ability to constantly focus on immediate tasks whilst maintaining focus on the event as a whole, and ensuring that all aspects are fused in time for the conference to begin
  - Willingness to be involved with media engagements
  - Proficiency in word processing, email and online tools
  - No major roles in other societies or organisations – this is a major commitment that will require your full attention
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*\*This position is to open within 2024*

# AEROSPACE FUTURES CHAIR

## 3.1

### Position Responsibilities

<b>Leadership</b>	<ul style="list-style-type: none"><li>• Create an overall vision for the event and monitor its execution</li><li>• Monitor team member performance and provide direction and assistance where required</li><li>• Lead and Manage Aerospace Futures Senior Leadership team</li><li>• Communicates project and program risks, issues and lessons learnt to the Senior Leadership Team</li><li>• Chair regular committee meetings</li><li>• Recruiting committee</li></ul>
<b>AYAA Executive Committee</b>	<ul style="list-style-type: none"><li>• Communicate with National Exec about changes to Conference and submit regular updates</li><li>• Ensure Aerospace Futures complies with wider AYAA processes and goals</li></ul>
<b>Project Management</b>	<ul style="list-style-type: none"><li>• Determine portfolio requirements and provide all relevant information regarding portfolio vision</li><li>• Guidance and coaching of portfolio leads</li><li>• Track and monitor portfolio progress and health along with portfolio leads</li></ul>

### Portfolio & Division

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

*\*This position is to open within 2024*

### Administration

<b>Approval</b>	February, 2024 – Senior Leadership Team
<b>Last Updated</b>	16th February, 2024 – Senior Leadership Team



## 3.2

# AUSTRALIAN YOUTH AEROSPACE FORUM CHAIR

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### *Communications & Events Division National Events Portfolio*

The role as Australian Youth Aerospace Forum Chair involves the organisation and coordination of AYAF in Brisbane. The Chair bears responsibility as a main point of contact and focal point of a committee of dedicated individuals, and is responsible for a myriad of crucial tasks such as sourcing sponsorship and support, securing accommodation and scheduling site tours for the 5 day camp.

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#### *Position Details*

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##### **Resourcing**

- 5-10 hours per week

The AYAF Chair should expect to commit an average of 5 hours per week on organisational activities in preparation for the event. Commitments vary intermittently depending on the task, and it is expected that application reviews, timetabling, budgeting, document preparation and quote gathering will augment the amount of time required per week. The amount of time spent preparing AYAF will again fluctuate as the event approaches, with an increased dedication of up to 20 hours per week, as well as full-time attendance at the Forum itself. Please ensure a willingness to fulfil these requirements prior to applying.

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##### **Requirements**

- Strong organisational skills and work ethic
- Enthusiasm and motivation
- Ability to work as a leader and as a team member within and beyond the committee/ leadership team
- Attention to detail
- Ability to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks
- Team management, ability to delegate duties and responsibilities
- Proficiency in word processing, email and online tools
- Previous involvement with AYAF will be highly regarded

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#### *Considerations*

On selection as Chair, it is recommended that you elect an organising committee to help plan and execute the AYAF event. It is recommended that a small but capable and effective team be elected into the organising committee. Typical roles include Co-Chair, Secretary, Treasurer, Student Liaison and Marketing Manager, Logistics Manager, as well as a Graphic Designer. General committee members are not always necessary, but can be effective as backup and for brainstorming discussions.

The applicant shall ensure that they are fully committed to the tasks and responsibilities associated with this role, that they have the necessary time available to dedicate to their leadership and coordination. They shall also ensure that they are available to attend the event. Flexibility is imperative.

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### *Position Responsibilities*

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#### **Program Development**

- Organise and coordinate AYAF Brisbane by serving as a central point of contact, overseeing committee members' duties and ensuring the success of the event
  - Sourcing sponsorship, presenters, representatives, volunteers
  - Organising, creating and delivering merchandise
  - Communicating with Sponsors and Event Holders to organise/ receive funding for the forum.
  - Securing accommodation and merchandise
  - Scheduling of the week's meals and activities
  - Preparation of practical tasks and logistical needs such as bus hire, site tours and student competitions
  - Lead and coordinate a local organising committee, as well as event volunteers and student delegates
  - Marketing of the event
  - Word Processing of event materials such as the Prospectus, Delegate Handbook and Event Report
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### *Portfolio & Division*

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#### **Portfolio**

- Portfolio:** National Events  
**Portfolio Lead:** National Events Manager  
**Portfolio Members:**
- AF Chair
  - AYAF Chair
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#### **Division**

- Division:** Communications & Events  
**Division Members:**
- Secretary
  - National Events Manager
  - Communications Manager
  - AF Chair
  - AYAF Chair
  - Media & Marketing Coordinator
  - Systems Administrator
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### *Administration*

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**Approval**      March, 2024 – Senior Leadership Team

**Last Updated**      4th March, 2024 – Senior Leadership Team

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## POSITION DESCRIPTIONS

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### 4.0 Communications Portfolio

4.1 Media & Marketing Coordinator

4.2 Systems Administrator

## 4.1

# MEDIA & MARKETING COORDINATOR

### *Communications & Events Division Communications Portfolio*

The Media & Marketing Coordinator focuses on ensuring the AYAA's brand, reputation, and event offerings resonate with the current and potential audiences and sponsors. This role entails strategising, organising, and executing the media and marketing strategies surrounding each public aspect of AYAA, including managing the social media presence of all national and local events. The Media & Marketing Coordinator will oversee AYAA's Media & Marketing committee, focused on the coordination of AYAA's brand, consisting of a Graphics Coordinator, Social Media Manager, and Marketing Strategy Manager.

#### *Position Details*

##### **Resourcing**

- 3+ hours per week

The Media & Marketing Coordinator will have a baseline 2 hours per week of work to oversee the Media & Marketing Sub Committee, as well as any additional tasks to be completed including managing social media posts, branding use etc. A lot of the work of this role will be completed in the evening when posts are to be written and sent out to different social media platforms. There will also be additional work which will come up throughout the year. At these times, it isn't expected that the role will take more than 15 hours in any one week.

##### **Requirements**

- Excellent written and verbal communication and attention to detail
- Ability to work effectively in a team and independently
- Ability to lead a team to create, develop, and execute plans
- Skills in graphic design and relevant software highly regarded
- Highly proficient in social media such as Facebook and LinkedIn
- Must travel to major events such as AYAF, AURC, and Aerospace Futures
- Keen to learn digital marketing strategies (guidance will be provided).
- Ability to be available at short notice for any urgent changes/updates to social media posts

#### *Position Responsibilities*

##### **Media**

- Liaising with state, event media personnel
- Creating media/marketing strategies
- Overseeing (and posting) of media publications
- Word processing of news items as requested by peers
- Keeping social media up to date with information on upcoming events and activities, with all posts aligning with the AYAA social media policy
- Investigate the development of a regular newsletter for distribution to subscribers
- Investigate the development of social media analytics and its applications for AYAA

##### **AYAA Image**

- Ensuring that all outgoing marketing materials (from events, state and national) are consistent with the AYAA brand and its respective events
- Maintaining the integrity of the image that the Association holds
- Regularly updating the website with current events and relevant information
- Continuously monitor marketing trends and keep a close eye on modern methods to boost brand exposure.

## 4.1

# MEDIA & MARKETING COORDINATOR

### *Portfolio & Division*

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

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<b>Approval</b>	December, 2023 – Senior Leadership Team
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<b>Last Updated</b>	10th December, 2023 – Senior Leadership Team
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*Communications & Events Division  
Communications Portfolio*

The Systems Administrator typically works directly with the Senior Leadership Team and event committee members. In the role is expected to:

1. Create web based content to engage youth and the aerospace industry in Australia.
2. Innovate the way AYAA operates internally and externally by utilising new tools.
3. Support the wider AYAA community by maintaining our websites, emails and other IT systems.

While undertaking these responsibilities, the Web Manager is expected to collaborate with a diverse range of people within AYAA to support a series of events throughout the year. The Web Manager can also expect to utilise design and problem solving skills with support from a team of other passionate volunteers.

*Position Details*

<b>Resourcing</b>	<ul style="list-style-type: none"> <li>• 1-10 hours per week</li> </ul> <p>Applicants should understand that this position has varying time requirements. Around the months preceding and following AYAA's main events, the Web Manager can expect an hour each day, creating and updating website content. During the year, the weekly time requirement is typically less than one hour, though the role will require additional time to learn the AYAA's systems during the first month.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Problem solving skills;</li> <li>• Attention to detail;</li> <li>• Ability to collaborate with a team as well as work independently;</li> <li>• Ability to respond to requests with a short turnaround; and</li> <li>• Proficiency in word processing, email and other online tools</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>• Background in Computer Science/Software Engineering;</li> <li>• Use of website content management systems (e.g. Drupal, WordPress);</li> <li>• DNS configuration, domain name and web hosting management; and</li> <li>• Google Apps administration</li> </ul>

*Position Responsibilities*

<b>Content Development</b>	<ul style="list-style-type: none"> <li>• Develop and publish website content to drive engagement alongside the Media &amp; Communications team;</li> <li>• Design the content and layouts of websites to ensure critical information can reach youth and industry</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>• Investigate the use of new tools to support AYAA's work (e.g. Adobe Spark, Google Analytics)</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintenance, updates and backups of AYAA's systems; Including - websites, Google Apps, mailing lists;</li> <li>• Troubleshooting of web systems</li> </ul>

*Portfolio & Division*

**Portfolio**

**Portfolio:** Communications  
**Portfolio Lead:** Communications Manager  
**Portfolio Members:**

- Media & Marketing Coordinator
- Systems Administrator

**Division**

**Division:** Communications & Events  
**Division Members:**

- Secretary
- National Events Manager
- Communications Manager
- AF Chair
- AYAF Chair
- Media & Marketing Coordinator
- Legal Officer
- Systems Administrator

*Administration*

**Approval** November, 2022 – Senior Leadership Team

**Last Updated** 7th November, 2022 – Senior Leadership Team

## POSITION DESCRIPTIONS

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### 5.0 Secretary Portfolio

#### 5.1 Legal Officer

## 5.1

## LEGAL OFFICER

### *Communications & Events Division Secretary Portfolio*

The Legal Officer role is responsible for the development and maintenance of legal artefacts for the AYAA. Artefacts include sponsorship agreements, event insurance, registration and compliance with the Australian Charities and Not-for-profits Commission, and compliance with the Queensland Associations Incorporation Act 1981.

#### *Position Details*

**Resourcing** • 2-4 hours per week

**Requirements**

- Studying a law degree or previous law experience is ideal, but not necessary
- Demonstrated ability to draft legal agreements or MOUs is ideal, but not necessary
- Demonstrated initiative, proactive attitude, and strong achievement focus
- Capacity to problem solve and make decisions in the face of uncertainty
- Motivation and drive to gain experience in a professional youth organisation and develop your skills in multiple areas

#### *Position Responsibilities*

**Reporting**

- Facilitate the development of reporting needs for SLT and other key decision-makers (AYAA Chairs and Directors - AUROC, AF, AYAF, Astra)
- Collaborate with the broader AYAA team in the ongoing development and implementation of the organisation's agreements and partnerships for events of for greater AYAA partnerships
- Contribute to lessons learnt activities, GBUs, and contributing to developing the role for AYAA's Continuous Improvement initiative

**Compliance**

- Ensure the AYAA is in compliance with all requirements of an Incorporated Association as defined by the QLD Office of Fair Trade.
- Liaise with the Treasurer on meeting the ATO's requirements for GST
- Investigate and develop the AYAA's status as a NFP with the Australian Charities and Not-for-profits Commission to reduce significant overhead costs for the organisation

**Leadership**

- Collaborate with key stakeholders to ensure legal compliance and opportunities for AYAA's growth are aligned to AYAA strategy and legal mandate
- Take a proactive role in building the capability of the Legal Officer role to improve the AYAA's future legal knowledge for better decision making

## 5.1

## LEGAL OFFICER

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### *Portfolio & Division*

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

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### *Administration*

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**Approval** November, 2022 – Senior Leadership Team

**Last Updated** 7th November, 2022 – Senior Leadership Team

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## POSITION DESCRIPTIONS

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### 6.0 Finance Portfolio

#### 6.1 Scholarships Coordinator

## 6.1

# SCHOLARSHIPS COORDINATOR

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### *National Engagement Division Finance Portfolio*

The Scholarships Coordinator is responsible for managing all AYAA Scholarships and Awards in a year. This role will work closely with the Treasurer and the Vice President of Strategy.

The scholarships that the AYAA currently run are:

- *Young Australian Space Leader* - for university undergraduates
- *Australian Youth Aerospace Leader* - for senior high school students
- *Australian Youth Aerospace Scholar* - for first-year engineering undergraduates
- *Ray Stalker Award* - for young professionals
- Scholarships for the AYAA National Events and Programs

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### *Position Details*

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#### **Resourcing**

- 2-10 hours per week

The role requirements will vary throughout the year. A greater resourcing load will be required in busy weeks, such as during Aerospace Futures when the *Young Australian Space Leader* award is primarily organised. However, this role is not expected to extend further than 10 hours per week throughout the standard operation in the year.

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#### **Requirements**

- Excellent verbal and written communication skills
  - Ability to work effectively in a team and independently
  - Ability to create, communicate, and execute plans for each scholarship program
  - Ability to develop funding arrangements with external stakeholders
  - Previous AYAA scholarship and award recipients will be highly regarded
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### *Considerations*

This role is ineligible to apply for any of the AYAA scholarships and awards. As such, we recommend previous scholarship and award recipients to apply, although this is not a requirement.

## 6.1

# SCHOLARSHIPS COORDINATOR

### *Position Responsibilities*

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<b>AYAA Scholarships</b>	<ul style="list-style-type: none"><li>• Coordinate with external partners to organise funding arrangements.</li><li>• Coordinate the application process with Systems Administrator</li><li>• Collate and review applications</li><li>• Select a team to review applications and choose award winners</li><li>• Ensure payments and reimbursements have been made for scholarship recipients</li></ul>
<b>Young Australian Space Leader Award</b>	<ul style="list-style-type: none"><li>• Organise accommodation, registration and bookings for award winners</li><li>• Coordinate the application process at Aerospace Futures</li><li>• Support Award winners as they to International Astronautical Congress and Space Generation Congress</li></ul>
<b>Budgeting</b>	<ul style="list-style-type: none"><li>• Maintain an active budget of the funding for each scholarship and award</li></ul>
<b>Strategy</b>	<ul style="list-style-type: none"><li>• Work with the Vice President of Strategy to seek out new scholarship opportunities</li></ul>

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### *Portfolio & Division*

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

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### *Administration*

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<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team

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## POSITION DESCRIPTIONS

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### 7.0 National Engagement Portfolio

#### 7.1 State Representative\*\*\*

\*\*\* Some positions already fulfilled for 2024

## 7.1

# STATE REPRESENTATIVE

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*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.

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*Position Details*

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**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.
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\*\*\* The NSW & ACT State Representative positions are already fulfilled for 2024

### *Position Responsibilities*

<b>Event Management</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>State Representatives must seek out opportunities to create and support community engagement events.</li> <li>These might include events tailored towards different demographics, with different partners or different stakeholders. The State Representative must be able to balance these requirements.</li> </ul>
<b>Industry Engagement</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Lead and Manage</b>	<ul style="list-style-type: none"> <li>The State Representatives are advised to form a committee in their respective state to help them organise and plan events.</li> <li>The State Representative must manage and lead this committee to perform and cultivate a positive culture within the organisation.</li> </ul>

### *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.

\*\*\* The NSW & ACT State Representative positions are already fulfilled for 2024



*Portfolio & Division*

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

\*\*\* The NSW & ACT State Representative positions are already fulfilled for 2024

*Administration*

<b>Approval</b>	February, 2024 – Senior Leadership Team
<b>Last Updated</b>	16 <sup>th</sup> February, 2024 – Senior Leadership Team

## THANK YOU

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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](mailto:contact@ayaa.com.au).