



# AYAA

## AUSTRALIAN YOUTH AEROSPACE ASSOCIATION

AUSTRALIAN YOUTH AEROSPACE FORUM LEADERSHIP

INFORMATION PACKAGE

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2025

THE AUSTRALIAN YOUTH  
AEROSPACE ASSOCIATION



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## 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 in June/July, 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, some 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).



# 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.

### *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.

#### **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.

# AUSTRALIAN YOUTH AEROSPACE FORUM CHAIR

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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, AF Deputy Chair
  - AYAF Chair, AYAF Deputy 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** September, 2024 – Senior Leadership Team

**Last Updated** 30th September, 2024 – Senior Leadership Team

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# AUSTRALIAN YOUTH AEROSPACE FORUM DEPUTY CHAIR

## *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.

### *Position Details*

#### **Resourcing**

The AYAF Deputy Chair should expect to commit an average of 4 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.

#### **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

### *Considerations*

On selection as Chair or Deputy 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 Finance Officer, Compliance Officer, Delegate Coordinator, Logistics Coordinator, Marketing Coordinator 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.

# AUSTRALIAN YOUTH AEROSPACE FORUM DEPUTY CHAIR

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## *Position Responsibilities*

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<b>Program Development</b>	<ul style="list-style-type: none"><li>• Working closely with the Forum Chair to oversee all committee planning and preparation</li><li>• Maintaining regular contact with industry sponsors</li><li>• Creating minutes and following up on committee actions</li><li>• Scheduling meetings and booking meeting rooms</li><li>• Able to act as Chair when they are unavailable</li><li>• Word Processing of event materials such as the Prospectus, Delegate Handbook and Event Report</li></ul>
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## *Portfolio & Division*

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<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, AF Deputy Chair</li><li>• AYAF Chair, AYAF Deputy Chair</li></ul>
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<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>
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## *Administration*

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

**Last Updated**      30th September, 2024 – Senior Leadership Team

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## 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).