



# AUSTRALIAN YOUTH AEROSPACE FORUM

Committee Information Pack

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2023

THE AUSTRALIAN YOUTH  
AEROSPACE FORUM





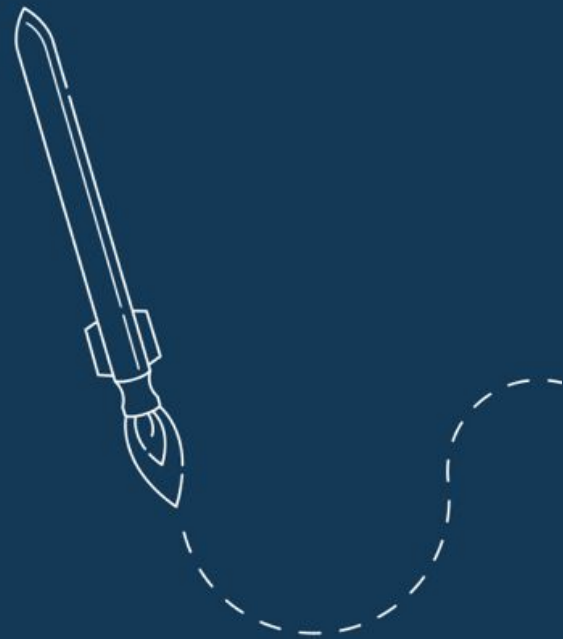
*AYAF Committee Information Pack* prepared by  
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*"An exceptional experience to learn, grow and meet lifelong friends. AYAF has expanded my horizons and fuelled my ambition to join the aerospace industry moving forward into this exciting future. With an incredible leadership team and insight from industry specialists, AYAF has truly impacted my future and will forever be an extraordinary opportunity I have received, one which was filled with incredible experiences that have crafted lifelong memories."*

- AYAF 2019 Delegate

# INTRODUCTION

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The committee will work together to organise AYAF 2023, which will take place in the June/July school/university holidays. Joining the AYAF committee is a fantastic opportunity to work with a dedicated team to coordinate a unique event which aims to showcase pathways into the aerospace industry for high school students. You do not have to be studying engineering to apply. We are looking for enthusiastic people with an interest in the aerospace industry and a desire to inspire the next generation of aviation/aerospace students.

Planning will commence immediately. All committee members will be expected to (and will be supported in) obtaining a blue card (Working With Children's Check), attend fortnightly meetings until the conclusion of Forum, and be easily contactable by phone and email during business hours. All work loads are approximate, and will generally increase in the weeks closer to Forum. All members are also expected to attend Forum as leaders.

All roles are voluntary and unpaid. AYAA is not able to provide any additional financial assistance for travel, accommodation, and other expenses incurred. If the volunteer is unable to attend, none of the above mentioned benefits are transferable or redeemable for their retail value.

Please note that all members of the AYAF committee must be over the age of 18.

The AYAF and its Committee is overseen by the Vice President of Operations, who in turn is overseen by the President of the AYAA. Due to the sensitive nature of working with children, the President of the AYAA has final authority over AYAF, followed by the Vice President of Operations, followed by the Chair.

The position of Forum Chair has been filled for 2023.

*"Coming out of Forum 2019 as a leader after 6 months of organizing and an intensive week-long camp with the students themselves – I would honestly say that this was one of the best, most inspirational experiences I have ever had. At the end of the week, I would hear stories of delegates deciding they want to go to university when at the start of the week, they had not even considered this as an option. Seeing how much delegates enjoyed the week, how much they were inspired by all of the events, and how it affected them when they were leaving, is honestly something that I will never forget."*

- Summer Palmer, 2020 Human Resources Manager & 2019 Logistics Coordinator

# DEPUTY CHAIR

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*The Deputy Chair must be Brisbane based.*

## Responsibilities and Tasks

- Working closely with the Forum Chair to oversee all committee planning and preparation
- Maintaining regular contact with industry sponsors
- Creating minutes and following up on committee actions
- Scheduling meetings and booking meeting rooms
- Able to act as Chair when the Chair is unavailable
- Initiate contact with industry/academia for the pursuit of sponsorship
- Work with the AYAF Chair on coordinating and executing sponsorship agreements

## Required Skills

- Strong time management and organisational skills
- Good interpersonal and professional etiquette skills
- Committed and dedicated worker, able to take on tasks as they arise
- Effective writing skills

## Workload

Average 6 hours per week depending on tasks required. Workload will fluctuate during the preparation period but it is expected that additional hours will be required during the two weeks leading up to Forum.



# COMPLIANCE OFFICER

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*The Compliance Officer must be Brisbane based.*

## Responsibilities and Tasks

- Assistance with processing committee/leader paperwork, Working With Children's Checks, and creating the delegate, leader and speaker handbooks
- Developing Working with Children training for Forum staff
- Taking lead with leader selections, management and organisation both in the lead up to Forum and during Forum
- Extra roles may be included during the preparation period
- Assist with strategic planning for promoting positive culture at the event

## Required Skills

- Good organisational and interpersonal skills
- Proficient in Microsoft Office/Google Suite applications

## Workload

Average 5 hours per week depending on tasks required. Workload will fluctuate during the preparation period but it is expected that additional hours will be required during the two weeks leading up to the Forum.





# FINANCE OFFICER

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*The Finance Officer must be Brisbane based.*

## Responsibilities and Tasks

- Developing and maintaining the AYAF budget
- Assisting with key strategic financial decisions
- Liaising with debtors and creditors
- Monitoring accounts and record keeping of all revenues and expenses

## Required Skills

- Past experience in a treasurer role preferable, but not essential
- Organised, prompt at responding to requests, experienced in Microsoft Excel/Google Sheets

## Workload

Average of 2-4 hours per week for the majority of the preparation period, with workload occasionally increasing during bulk invoicing times.



# MARKETING COORDINATOR

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*The Marketing Coordinator must be QLD based.*

## Responsibilities and Tasks

- Responsible for organising and maintaining marketing methods such as newsletters, Facebook posts and other social media advertisements
- Maintaining regular social media presence on the AYAF Facebook page and other social media platforms, replying to messages where appropriate
- Liaising with the AYAA National Committee regarding social media use
- Organising leader and student merchandise in collaboration with Deputy Chair

## Required Skills

- Good understanding of social media platforms
- Creative and enthusiastic to bring new marketing/social media ideas to the team
- Good organisational/time management and writing skills

## Workload

Average 4 hours a week during the preparation period. Workload may decrease closer to the Forum if all resources are complete but other areas of the committee may require assistance in this circumstance.





# LOGISTICS COORDINATOR

(2 positions available)

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*The Logistics Coordinators must be Brisbane based.*

## Responsibilities and Tasks

- Organising the day-to-day scheduling of the event
- Liaising with sponsors to accommodate the schedule
- Organising accommodation, room allocations, transportation, insurance, etc. for all activities, speakers and events
- Purchasing resources such as stationary, presenter/speaker gifts, activity goods and other incidental goods
- Main point of contact between industry/academic presenters and the AYAF Committee

*Please note that this role is divided into 2 positions, and thus, your responsibilities will be laid out in a meeting with the other Logistics Coordinator and Chair.*

## Required Skills

- Good organisational and teamwork skills
- Polite and professional phone and email etiquette
- Prior contacts with Brisbane-based university administration/faculty or industry staff preferable

## Workload

Average 5 hours per week during the preparation period. Workload will remain steady and may decrease closer to the Forum.



## DELEGATE COORDINATOR (2 positions available)

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*The Delegate Coordinators must be Brisbane based.*

### Responsibilities and Tasks

- Maintaining contact between schools, students, student ambassadors and the AYAF committee
- Promoting AYAF to schools through email, promotional materials, phone calls and presentations
- Promptly replying to emails and phone requests
- Assist in the selection process of student delegates
- Create and maintain a delegate database

*Please note that this role is divided into 2 positions, and thus, your responsibilities will be laid out in a meeting with the other Delegate Coordinator and Chair.*

### Required Skills

- Strong interpersonal, presentation and public speaking skills
- Polite and professional phone and email etiquette
- Good time management and organisational skills
- Ability to work closely as a team with the other delegate coordinator and the Forum Chair

### Workload

Average of 6 hours per week, increasing during application processing and selection periods and increasing significantly in the lead up to Forum.



## LEADER (4 positions available)

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*This role is solely for the week of Forum, with negligible action beforehand*

### Responsibilities and Tasks

- Responsible for a group of 6 students during the week of Forum
- Attend a training session the day prior to Forum
- Mentor your group of students, ensure they're getting the most out of the experience

### Required Skills

- Strong interpersonal, presentation and public speaking skills
- Good time management and organisational skills
- Ability to work closely as a team with the other members of committee
- Have or be willing to obtain a blue card

### Workload

Negligible during lead up, full-time during week of Forum

