



AUSTRALIAN YOUTH AEROSPACE FORUM

Committee Information Pack

2025

THE AUSTRALIAN YOUTH
AEROSPACE FORUM



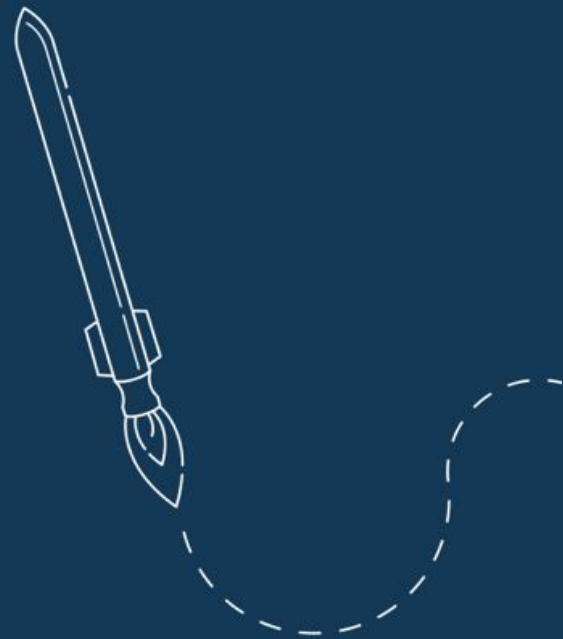


AYAF Committee Information Pack prepared by
James Newell (Chair of the AYAF)

TABLE OF CONTENTS

Committee Roles

- 4 Introduction
- 5 Deputy Chair
- 6 Compliance Officer
- 7 Finance Officer
- 8 Sponsorship Officer
- 9 Marketing Coordinator
- 10 Logistics Coordinator
- 11 Delegate Coordinator
- 12 Team Leaders



"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

Our mission:

To ignite a passion for aerospace by connecting Year 11 and 12 students with industry professionals, university pathways, and real-world innovations.

The committee will work together to organise AYAF 2025, 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.

"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

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

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.



COMPLIANCE OFFICER

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

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.



SPONSORSHIP OFFICER

The Sponsorship Officer must be QLD based.

Responsibilities and Tasks

- Cultivate and maintain strong relationships with existing AYAF sponsors
- Acting as a point of contact alongside AYAF Chair and Senior Leadership Team, ensuring regular and open communication
- Collaborating with AYAA Senior Leadership Team to develop compelling sponsorship proposals, tailoring packages to meet the specific needs and objectives of sponsors.
- Oversee the implementation of sponsor-led events and activities to ensure sponsor satisfaction
- Communicate effectively with internal stakeholders regarding sponsorship goals and requirements

Required Skills

- Excellent verbal and written communication skills to effectively engage with sponsors, stakeholders and internal teams
- Ability to optimise networking opportunities, identifying and engaging with potential sponsors and industry contacts
- Diplomatic approach in handling sponsor relationships and maintaining a high level of professionalism
- Creative thinking and attention to detail in contract negotiation, proposal development and the execution of sponsor-lead activities

Workload

Average 5 hours per week, depending on the expectation of the industry sponsors. Workload may decrease closer to the Forum if all resources are complete but other areas of the committee may require assistance in this circumstance.



MARKETING COORDINATOR

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 attitude, bringing marketing/social media ideas to the team
- Good organisational/time management and writing skills
- Experience with photography and design programs such as Canva is desired but not required

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

The Logistics Coordinator 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

The Delegate Coordinator 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.



TEAM LEADER (4 positions available)

This role is solely for the week of Forum, with negligible action beforehand. Must be present in Brisbane for the week of Forum

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

