



**AYAA**

*Aerospace Futures 2021  
Committee Info Pack*

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## 1. An overview of Aerospace Futures 2021

Aerospace Futures (AF) is an opportunity for like-minded individuals passionate about aerospace to come together in a multiday event. Drawing from industry professionals Aerospace Futures is aimed to create lifelong memories through three days of industry and social interactions. Next year the event will be held in Adelaide.

A range of speakers presenting on an array of topics Aerospace Futures has topics you are interested in and ones that you did not know you were interested in. From keynote presentations to in-depth panels Aerospace Futures aims to deliver diversity in topics addressed and how they are presented.

With a strong bias towards academic and personal development during the day, during the night we encourage the development of social interaction with all delegates. Here through organised night events, delegates can foster memories and friendships that will be lifelong.

This information pack provides an overview of the positions within the Aerospace Futures 2021 committee. For transparency, the Chair and Deputy Chair roles have been included in this document, despite their unavailability to be applied for. The selection panel of applicants will consist of the 2021 Aerospace Futures Chair, the 2021 Aerospace Futures Deputy chair, and a member of the Australian Youth Aerospace Association (AYAA) National Committee. The Conference will be held within July 2021 and if you are unavailable during this time please make that known in your application. Those applying for roles within the Senior Leadership Team (SLT) of Aerospace Futures 2021 should expect a workload of ~6 hours of work per week. This is a rough approximation and the true workload may vary depending on the time to the event. Those applying for a general committee role should expect ~3 hours of work per week. Again, this is a rough approximation that will fluctuate with the proximity of the event.

## 2. Aerospace Futures Committee Breakdown

The Aerospace Futures committee is divided into three portfolios: External Relations, Strategic Partnerships, and Program Management. The Treasurer will be a team of their own working with all the portfolios. These portfolios will all have a leader who will report to the Chair and Deputy Chair. The Chair, Deputy Chair, and portfolio leads will make up the AF Senior Leadership Team. Despite this breakdown, you will still work with all individuals in the committee!

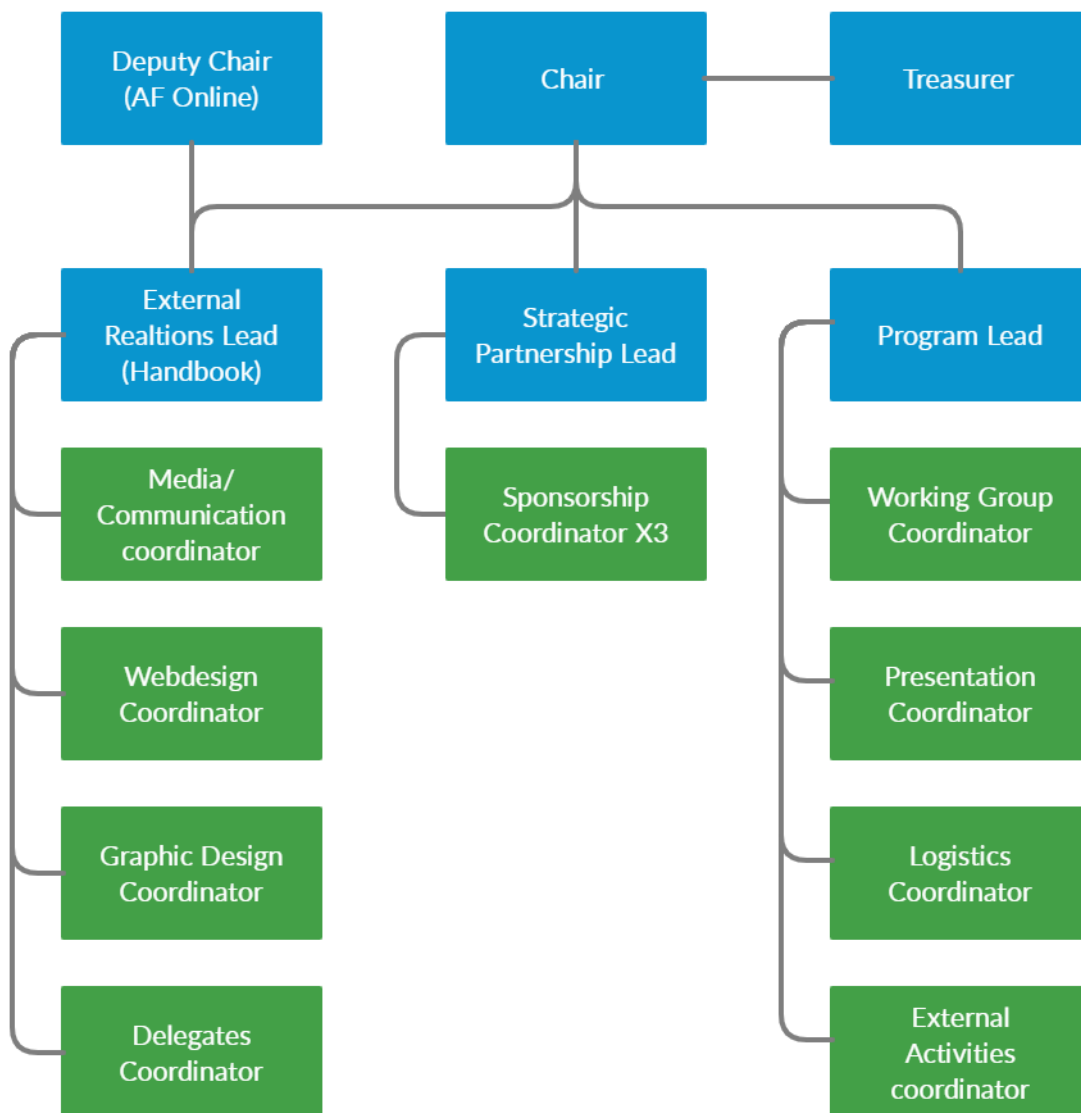


Figure 1 Committee Flowchart for Aerospace Futures 2021. Blue is the AF Senior Leadership Team and green is general committee members.

### **3. Aerospace Futures 2021 Senior Leadership Overview**

The AF Senior Leadership Team will be responsible for the smooth and effective operation of the Aerospace Futures committee, they will maintain high level oversight over the three portfolios and report directly to the Chair with operational recommendations. It will be the AF Senior Leadership Team's responsibility to make sure all aspects of the conference work together cohesively. The AF senior leadership's workload is expected to increase closer to the event. Every member of the Senior Leadership Team should have an enthusiasm for and understanding of the aerospace industry.

The AF Senior leadership consists of the following roles:

- Chair
- Deputy Chair
- Treasurer
- Strategic Partnerships Lead
- External Relations Lead
- Program Lead

### **4. Senior Leadership Team - Chair**

The Chair is responsible for maintaining the event as an identity. They will maintain high levels of communication with all portfolios within the committee and ensure all regulations are being followed as per the AYAA guidelines. The Chair is required to make sure every member knows the goals of the event and that each portfolio lead has the information and capability to be working toward these goals. They will also be making sure there are appropriate foundations laid for Aerospace Futures 2022.

#### **Key Responsibilities**

- Maintaining a clear vision of the event as a whole
- Organise regular meetings to ensure committee cohesion and vision
- Track the progress of each portfolio and provide help where necessary
- Ensure the committee follows the guidelines set out by AYAA
- Act as Liaison between the Aerospace Futures committee and the national AYAA committee

### **5. Senior Leadership Team – Deputy Chair**

The Deputy Chair will be second to the Chair and will assist the Chair in ensuring that the committee runs efficiently and that the event is being designed in a cohesive manner. They will also be focusing on developing and maintaining Aerospace Futures Online (AFO), a new initiative that will allow Aerospace Futures and new exclusive content to be made available on an online platform.

#### **Key Responsibilities**

- Act in place of the Chair in case of their absence
- Manage the development of Aerospace Futures Online
- Undertake secretarial duties such as taking minutes and organising meeting agendas

## 6. Senior Leadership Team – Treasurer

The Treasurer will oversee the monetary aspects of Aerospace Futures. They will be on a team of their own but will still be working with every other portfolio. The Treasurer will be creating spreadsheets to track the expenses of the event and log invoices as well as creating budgets for the event.

### Key Responsibilities

- Maintaining clear spreadsheets which track the expenses of the event
- Writing invoices to the sponsors of the event
- Track key statistics for future use
- Creating and maintaining clear budgets for the event

### Favourable Attributes/Skills

- Experience with keeping clean documentation
- Demonstrates initiative and enthusiasm
- Experience using spreadsheets and maintaining budgets
- Excellent communication skills

## 7. Senior Leadership Team – Strategic Partnership Lead

The Strategic Partnership Lead is responsible for managing the Strategic Partnership's portfolio. Actively tracking the progress of the sponsorship coordinators and ensuring a diverse range of companies and topics are being sourced that align with the conference goals of 2021.

### Key Responsibilities

- Maintaining clear documentation which tracks the progress of the Sponsorship Coordinators
- Ensure the event complies with the requirements from sponsors
- Develop standardised value propositions and prospectuses

### Favourable Attributes/Skills

- Experience with spreadsheets and keeping clean documentation
- Demonstrates initiative and enthusiasm
- Professional demeanour
- Experience in fundraising
- Excellent communication skills
- Ability to work in a dispersed, diverse team

## **8. Senior Leadership Team– External Relations Lead**

The External Relations Lead is responsible for the management of the External Relations portfolio. Effectively, they should provide direction on how to communicate to prospective attendees using social media platforms and emails, determine requirements for visual aids, and ensure that attendees are aware of the goings-on of the event.

### **Key Responsibilities**

- Oversee the construction of a social media plan
- Creation of the delegate handbook
- Approve social media posts
- Oversee merchandise generation
- Ensure all external communications are accurate and prompt

### **Favourable Attributes/Skills**

- Experience with social media platforms
- Strong verbal and written communication skills
- High level of attention to detail
- Highly organised and able to track lots of small tasks at once
- Professional demeanour
- Ability to work in a dispersed, diverse team

## **9. Senior Leadership Team – Program Lead**

The Program Lead is responsible for the management of the Program Management portfolio. Effectively, they should maintain a high-level overview of the Aerospace Futures event, and how it may be from both the perspective of the speakers and the attendees.

### **Key Responsibilities**

- Form a vision of the overall event that aligns with the conference goals
- Ensure cohesive work within the portfolio
- Create and maintain schedule for the event
- Maintain strong communication with External Relation and Strategic Partnerships Leads
- Coordinate the wider committee during the event

### **Favourable Attributes/Skills**

- Ability to foresee potential challenges and address them appropriately
- Capacity to see the wider picture and think critically
- High level of attention to detail
- Highly organised and able to track lots of small tasks at once
- Ability to work in a dispersed, diverse team

## 10. Strategic Partnerships Portfolio Overview

The Strategic partnerships portfolio will be responsible for identifying potential sponsors and determining value propositions for them. Additionally, the portfolio is responsible for contacting these sponsors and locking in sponsorship arrangements for the Aerospace Futures event. The Strategic Partnerships portfolio will construct prospectus documentation for the event. During the lead up to the event, the portfolio will have most of their work in front of them. Given the nature of the work and the wait times that often occur between email correspondence, workload per week can fluctuate.

The Strategic Partnerships portfolio consists of the following roles

- Strategic Partnerships Lead
- Sponsorship Coordinators x3

## 11. Strategic Partnerships – Sponsorship Coordinator

- The Sponsorship Coordinators' main task is to contact and maintain communication with potential sponsors. This will involve contacting all sizes of companies within the industry and ensuring that there is a wide array of representation within the pool of sponsors that complies with the goals of the event. The Sponsorship Coordinators will also be working closely with their portfolio lead to create value propositions for the event, which will be used when negotiating with companies. Sponsorship Coordinators should have an understanding of and interest in the aerospace industry.

### Key Responsibilities

- Research and identify companies that can offer value to AF
- Create value propositions
- Communicate with companies to ensure sponsorship
- Track sponsor requirements and follow up on their experience

### Favourable Attributes/Skills

- Strong written and verbal communication skills
- Professional negotiation skills
- Ability to keep clear documentation
- Experience with value propositioning



## 12. External Relations Portfolio Overview

The External Relations portfolio is responsible for ensuring that the event is marketed as widely as possible. Ensuring they are equipped for the event and that all exposure targets from our strategic partners are met. The External Relations portfolio will be working closely with the Deputy Chair to ensure all elements of Aerospace Future and Aerospace Futures Online are managed. The Graphic and Web Design Coordinators will be working closely together so the feel of the event and the portrayal of the event are of the same frame of mind. The workload of the External Relations portfolio will increase as the conference draws closer and will maintain right up until the conference ends. As with the other portfolios, it is expected that some weeks will be much simpler than others due to fluctuation in deadlines and correspondence.

The External Relations portfolio consists of the following roles:

- External Relations Lead
- Media/Communications Coordinator
- Delegates Coordinator
- Graphic Design Coordinator
- Web Design Coordinator

## 13. External Relations – Media/Communications Coordinator

The Media/Communications Coordinator is essential in making sure the event is in the public eye as much as possible. From regular posts on social media to working with universities to promote the event, the Media/Communications Coordinator will be key in marketing the event.

### Key Responsibilities

- Design social media schedule
- Maintain regular contact with key marketing partners
- Maintain frequent updates on all platforms
- Work with the Graphic and Web Design Coordinators to create marketing material

### Favourable Attributes/Skills

- Strong written and verbal communication skills
- Experience with social media platforms
- Reliable with maintaining schedules
- Initiative in expanding marketing avenues

## 14. External Relations – Delegates Coordinator

The Delegates Coordinator's focus will be on ensuring that the delegates are well informed and taken care of. Prior to the event the Delegate Coordinator will also be engaging with local high schools to encourage their participation in the event. During the event, the Delegate Coordinator will be organising additional help and delegating tasks to the event helpers, so the event runs smoothly.

### Key Responsibilities

- Respond to delegate queries
- Engage with local high schools
- Communicate delegate requirements
- Coordinate delegate helpers during the event
- Provide critical opinions from the delegates point of view

### Favourable Attributes/Skills

- Strong written and verbal communication skills
- Strong interpersonal skills
- Proactive
- Ability to see the wider picture and think critically

## 15. External Relations – Graphic Design Coordinator

The Graphic Design Coordinator will be working closely with the Web Design Coordinator in creating a joint theme for the event over physical and digital mediums. The Graphic Design Coordinator will be creating promotional material and merchandise that will be distributed at the event. They will be assisting in the creation of the delegates handbook with their portfolio lead.

### Key Responsibilities

- Design marketing material
- Design merchandise for the event
- Design delegates handbook graphics in conjunction with the External Relations Lead
- Construct graphics for use by the strategic procurement
- Work in close partnership with the Web Design Coordinator to design a graphical theme for the conference

### Favourable Attributes/Skills

- Experience with graphic design software
- Access to graphic design software
- Ability to produce and work to timelines
- Creative and open to feedback
- Able to work closely with others (specifically Web Design Coordinator)

## 16. External Relations – Web Design Coordinator

The Web Design Coordinator will be working closely with the Graphic Design Coordinator in creating a joint theme for the event over physical and digital mediums. They will be helming the digitalisation of the delegates handbook with their portfolio lead. They will also be managing the website of the event and the editing of Aerospace Futures Online content.

### Key Responsibilities

- Maintain event website
- Assist in digitalising the delegates handbook
- Cut and edit video material to promote Aerospace Futures and Aerospace Futures Online

### Favourable Attributes/Skills

- Experience with graphic design software
- Access to graphic design and editing software
- Ability to produce and work to timelines
- Creative and open to feedback
- Able to work closely with others (specifically Graphic Design Coordinator)

## 17. Program Management Portfolio Overview

The Program Management portfolio is responsible for the organisational side of the event including venues, activities, speakers, and events. Whilst each member has unique responsibilities it will be vital, they all work together and follow the vision and direction of the Program Lead to ensure the event is cohesive and effectively run. The program management portfolio workload will fluctuate week to week, but as the conference draws closer it is expected the workload will increase. Members of the Program Management portfolio should have a strong understanding of and interest in the aerospace industry.

The Program Management portfolio consists of the following roles:

- Logistics Coordinator
- Presentations Coordinator
- Working Group Coordinator
- External Activities Coordinator

## 18. Program Management – Logistics Coordinator

The Logistics Coordinator is a key role in ensuring that the event has the necessary foundations to function. They will be helping the booking for venues and flights for the Aerospace Futures Committee. The Logistics Coordinator will also be in charge of understanding the capacity of venues and complying with health and safety recommendations from the government.

### Key Responsibilities

- Organising venues for the event
- Coordinating caterers for the event
- Management of the delegate accommodation
- Coordinate Flights for the AYAA representatives

### Favourable Attributes/Skills

- Ability to work to and maintain schedules
- Ability to foresee potential challenges and address them appropriately
- Calm under pressure
- Ability to recognise scale of events

## **19. Program Management – Presentations Coordinator**

The Presentations Coordinator will oversee the management of onboard sponsors from the Strategic Partnerships portfolio. They will ensure the most appropriate speakers and topics from the sponsors are selected to deliver the best experience to the delegates of the event. They will also oversee the audio-visuals of the event which will include working with venues to organise recordings of presentations and helping with the AFO content preparation during the event. They will also manage the requirements of the speakers.

### **Key Responsibilities**

- Work with Strategic Partnerships portfolio to manage onboard sponsors
- Coordinate and prepare panels
- Manage audio-visual requirements of the event and for AFO
- Liaise with presenters during the event

### **Favourable Attributes/Skills**

- Calm under pressure
- Professional negotiation skills
- Ability to see the wider picture and think critically

## **20. Program Management – Working Group Coordinator**

The Working Group Coordinator will oversee creating condensed working group activities for the event. They create standardised templates which will then be adapted to fit each sponsor proposed scenarios. The Working Groups will have several delegates working together with professionals that the scenarios revolve around to brainstorm unique solutions to the proposed problem. The Working Group Coordinator will be actively working to create sessions within of AF that will allow delegates to directly interact with each other and industry professionals, allowing both social and professional development during these sessions.

### **Key Responsibilities**

- Creation of working group templates
- Coordinate with sponsors to create working group scenarios
- Management of onboard sponsors
- Coordination of the working groups during the event

### **Favourable Attributes/Skills**

- Ability to think critically to provide a wide array of relevant scenarios
- Highly organised and capable of maintain clear documentation
- Professional negotiation skills
- Experience in running activities with large groups

## 21. Program Management – External Activities Coordinator

The External Activities Coordinator is to manage the creation and running of the lunch/night events during the conference. They will be working with the Logistics Coordinator to book venues for the night events as well as ensure that there is adequate space in the program schedule to run these events effectively. The External Activities Coordinator will be creating night events which will let delegates unwind but continue to network with one another. and in and will organise all the accompanying auxiliaries for them.

### Key Responsibilities

- Organisation of activities/demonstrations during the event downtime
- Organise the running of the night events
- Coordinating the night events during the event

### Favourable Attributes/Skills

- Ability to improve on past events and feedback
- Highly organised and ability to keep clear documentation
- Ability to stay calm under pressure
- Experience in running events with large groups

## 22. Final Notes

The roles described above may change as the event develops or as the world adapts to the current COVID-19 situation. They are meant to serve as a general overview of what each role will be about and how they will function within the wider committee.

All roles are voluntary and unpaid.