

# AIYA Northern Territory Position Descriptions

## Chapter President

### Time commitment

1 day per week plus attending events as needed

### Reports to

Director of Operations, AIYA National *Chapter Presidents are encouraged to liaise directly with any member of the National Executive however please cc the Director of Operations into your correspondence.*

## ROLE OVERVIEW

Overall coordination and oversight of the state chapter and its relationship with other states and the National Executive.

## KEY RESPONSIBILITIES

### Strategic planning:

- Set strategic direction for the state chapter and work to improve the overall AIYA mission and vision, in conjunction with the chapter committee.
- Develop and implement objectives/targets for the committee.
- Establish monitoring and evaluation processes of chapter projects.

### Internal management:

- Hold/chair monthly or bi-monthly meetings with your committee.
- Recruit/manage chapter teams.
- Recruit a successor in partnership with AIYA National.
- Develop team structure.
- Ensure effective utilisation of all members of the chapter committee.

### External representation:

- Represent AIYA at state-based events.
- Respond to emails and requests from partners and other organisations in a timely manner.

### AIYA state chapter-national relationship:

- Participate in state-national meetings/planning days.
- Respond to emails from/tasks set by AIYA National.
- Facilitate two-way flow of information between state and national teams.

## SKILLS

### Essential:

- Passion for and understanding of the mission and vision of AIYA.
- Strong interest in and understanding of the Australia-Indonesia relationship.
- Strong cross cultural communication skills and the ability to engage effectively with young people.
- Strong interpersonal communication skills.

### Ideal:

- Have previous experience of working with AIYA NT or another AIYA chapter.
- Indonesian and English language skills.

- Connections to the Indonesian and Australian community.
- Previous leadership experience in student or community organisations.

## **Vice-President**

**Time commitment**

8 hours per week

**Reports to**

Chapter President

### **ROLE OVERVIEW**

Assist the chapter president with overall coordination and oversight of the chapter and its relationship with other states and the National Executive. Particularly ensuring the Secretary, Treasurer, Communications Officer and General Executive members are performing effectively in their roles. Filling in for the president in their absence.

### **KEY RESPONSIBILITIES**

Strategic planning:

- Set strategic direction for events and assist partners.
- Implement objective/targets for the committee.
- Monitor, evaluate and report outputs.

Internal management:

- Recruit/manage chapter teams.
- Recruit successors in partnership with AIYA National and chapter president.
- Develop team structure.

External representation:

- Represent AIYA at various events.
- Respond in a timely manner to correspondence from partners and other organisations.

AIYA state chapter-national relationship:

- Participate in state-national meetings/planning days.
- Respond to emails from/tasks set by AIYA National.
- Facilitate two-way flow of information between state and national teams.

### **SKILLS**

Essential:

- Strong interest in and understanding of the Australia-Indonesia relationship.
- Strong interpersonal communication skills.
- Strong cross cultural communication skills and the ability to engage effectively with young people.

Ideal:

- Have previous experience of working with AIYA NT or another AIYA chapter.
- Indonesian and English language skills.
- Connections to the Indonesian and Australian community.

- Leadership experience in student or community organisations.

## **Secretary**

**Time commitment**

6 hours per week

**Reports to**

Chapter President

### **ROLE OVERVIEW**

Support the president in ensuring the smooth functioning of the AIYA NT executive members.

### **KEY RESPONSIBILITIES**

Ensure all correspondence and official records are kept up-to-date:

- Meeting Agendas.
- Meeting minutes.
- AIYA NT official letter and meeting template.

Organise Executive meetings:

- Communicate with the president and executive members to find a suitable time.
- Book a venue and appropriate location for meetings.
- Ensure the minutes of the meeting are taken.
- Circulate meeting agenda and minutes.
- Work with the president and executive members to ensure all correspondence that relates to the AIYA NT is dealt with in a timely manner.

### **SKILLS**

Essential:

- Strong interest in and understanding of the Australia-Indonesia relationship.
- Strong literacy and presentation skills.

Ideal:

- Connection to the Indonesian and Australian community.

## **Treasurer**

**Time commitment**

5 hours per week

**Reports to**

Chapter President

### **ROLE OVERVIEW**

Oversee financial matters of AIYA NT, advise the executive members on financial strategy when creating events and be responsible for all budget requests.

### **KEY RESPONSIBILITIES**

Oversee the financial affairs:

- Present financial information during AIYA NT executive committee meetings.

- Keeping the committee informed and up to date about finances in a manner that members can understand.
- Search for funding opportunities from the NT government and other organisations across the NT.
- Apply for grants in collaboration with the AIYA National Treasurer and Finance Officer.

Note: Please do not apply for grants without consulting the AIYA National Treasurer.

Ensure the financial records:

- Keep receipts of all chapter expenses.
- Produce and send AIYA NT invoices as per requirement.
- Keep up to date with amount receivable and amount payable.

Understanding chapter and National processes:

- Become familiar with the AIYA National funding procedures and guidelines.
- Maintain regular communication with AIYA National in regards to available funding and funding opportunities.

## SKILLS

Essential:

- Strong interest in and understanding of the Australia-Indonesia relationship.
- Experience with Microsoft Excel.
- High-level presentation skills.

Ideal:

- Connection to the Indonesian and Australian community.

## Communications Officer

**Time commitment** 5 hours per week  
**Reports to** President

## ROLE OVERVIEW

Carry the dynamic voice of AIYA NT in writing and assisting in the development and implementation of all communication and public relations. Search and develop Australia Indonesia related materials to be shared with the public. Cultivate and sustain positive relations with local media and community partners.

## KEY RESPONSIBILITIES

Engage with public AIYA NT social media accounts:

- Share regular updates and activities of AIYA NT and its members.
- Reshare information and media releases from AIYA National.
- Monitor and update with AIY NT social media accounts.

Follow AIYA NT/National processes:

- Understand AIYA National media procedures and guidelines.
- Access AIYA National's Canva account to create posters and any necessary material.

## **SKILLS**

Essential:

- Strong interest in and understanding of the Australia-Indonesia relationship.
- Social media skills.
- Experience with photography.

Ideal:

- Indonesian and English language skills.
- Connection to the Indonesian and Australian community.

## **General Executive Officer**

**Time commitment**

5 hours per week

**Reports to**

President

## **ROLE OVERVIEW**

Provide input on all facets of the AIYA NT committee and take responsibility of higher duties if required.

## **KEY RESPONSIBILITIES**

- Be active in decision-making, providing ideas and suggestions regarding all areas of AIYA NT.
- Take responsibility of higher duties if any positions are temporarily available.
- Take responsibility for certain projects and/or activities in AIYA NT.

## **SKILLS**

Essential:

- Strong interest in and understanding of the Australia-Indonesia relationship.

Ideal:

- Indonesian and English language skills.
- Connection to the Indonesian and Australian community.