



Position Description: Chapter President, Tasmania

Last reviewed: January, 2013

The Australia-Indonesia Youth Association is a non-government, youth-led organisation which aims to better connect young people in Australia and Indonesia to each other and to Indonesia-related opportunities.

VOLUNTEER POSITION

Chapter President (Tasmania)

START DATE

Immediate

END DATE

January, 2014

TIME COMMITMENT

1.5 days per week minimum

REPORTING TO

Director of Operations and Executive Director

ROLE

Overall coordination and oversight of AIYA State Chapter in Tasmania and its relationship with other states and the National Executive.

KEY RESPONSIBILITIES

Strategic planning

- Set strategic direction of state chapter
- Develop and implement objectives /targets
- Establish evaluation processes

Internal management

- Hold/chair monthly or bi-monthly meetings
- Recruit/manage chapter teams
- Develop team structure/job descriptions

External representation

- Represent AIYA at state events

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

- Bachelor degree (completed or enrolled)
- Strong interest in and understanding of the Australia-Indonesia relationship
- Indonesian language/cultural skills
- Connections to the Indonesian and Indonesianist community Leadership experience in community or student organisation