

YTP Committee

Roles and Responsibilities

PRESIDENT

The President is the head of YTP and is responsible for providing principle leadership and management for the organisation and the Committee. Their duties include but are not limited to:

- Ensuring that the association's actions are aligned to YTP's goals and vision;
- Chairing Committee meetings, ensuring that they are run efficiently and effectively;
- Acting as a signatory for the organisation in all financial purposes;
- Serving as a spokesperson for the organisation when required;
- Assisting in the development of partnerships; and
- Settling tied votes and other issues that arise.

Accomplishments of 2020/2021 include:

- Launching YTP's inaugural quarterly newsletter;
- Expanding the YTP community beyond Victoria through online events and collaborations;
- Establishing relationships with other young professionals' groups in transport (Global Youth Coalition for Road Safety, UITP ANZ); and
- Establishing internal YTP guidelines and templates to streamline various processes.

Goals for 2021/2022 include:

- Continuing collaborations with young professionals' groups in transport (Global Youth Coalition for Road Safety, UITP ANZ);
- Stronger engagement with YTP Industry Partners; and
- Continuing interstate networking via online events and collaborations.

TREASURER

The Treasurer is responsible for managing YTP's budget and accounts. They must be aware of the budget restrictions YTP is limited to and guide the group accordingly. Their duties include but are not limited to:

- Understanding and documenting all financial matters regarding YTP;
- Creating a yearly plan that distributes available finance amongst events for the current fiscal year;
- Creating a yearly summary outlining the actual spend of YTP over the previous fiscal year;
- Arranging payment for any YTP expenses, including events, merchandise, etc.; and
- Guiding the Committee in relation to all financial matters.

Accomplishments of 2020/2021 include:

- Led the successful transition of the YTP database from Google Drive to MS Teams;
- Improving the breakdown and cost capture associated with events;
- Managing expenditure of funds with an increased number of self-funded events; and
- Collaborating with the Partnerships Coordinator to simplify YTP's Partnership Strategy;

Goals for 2021/2022 include:

- Developing a financial sustainability strategy that is independent of partnership funding; and
- Plan and implement proper dormant funds usage;

SECRETARY

The Secretary is responsible for the administrative operations of the group and ensuring Committee members are supported in their roles. Their duties include but are not limited to:

- Arranging monthly Committee meetings, taking minutes, and distributing them to the Committee;
- Attending to all administrative requirements of the association and committee as required by Consumer Affairs;
- Managing the membership register (with the Membership Coordinator);
- Checking YTP's email and social media accounts on a daily basis and distributing and responding to communications as appropriate; and
- Supporting Committee members with their roles when required.
- Manage MS365 backend and ensure status compliance with Microsoft.

Accomplishments of 2020/2021 include:

- Establishing an internal YTP Calendar for the Committee to track upcoming events, industry events and awareness days and YTP administration deadlines.

Goals for 2021/2022 include:

- Collaborating with respective YTP Committee members to ensure the necessary guidelines and processes are followed; and
- Reviewing the YTP Constitution to ensure contents are applicable to YTP's current operation.

COMMUNICATIONS COORDINATOR

The Communications Coordinator is responsible for managing all communications for YTP. Their duties include but are not limited to:

- Ensuring all communications are in line with YTP values;
- Educating the Committee on best practice communications and providing advice to ensure all external content is on-brand; and
- Reviewing all external YTP communications and assisting with stakeholder engagement and management.

Accomplishments of 2020/2021 include:

- Creating a dedicated Slack channel for Committee members to communicate. This was then replaced by a Microsoft Teams account;
- Expanding YTP's social media presence by posting regular content and connecting with likeminded individuals and organisations
- Collaborating with the YTP Committee to launch virtual content in response to the COVID-19 crisis (YTP Webinars website page, YTP LinkedIn Group);
- Collaborating with the Committee and working closely with the Digital Coordinator to update the YTP website layout;
- Creating a Digital Publishing Guide to help Committee members write and prepare content for distribution;
- Collaborating with the Digital Coordinator to create templates for event graphics for event pages, event invites and social media posts;
- Working with related organisations to plan and promote communications surrounding partnered events;
- Collaborating with the Digital Coordinator to design and print new YTP banners and A3 posters; and
- Implementing new email template layouts that promote web accessibility;

Goals for 2021/2022 include:

- Supporting the Committee in further developing the quarterly YTP newsletter and finding relevant content to promote;

- Revising established templates to incorporate web accessibility;
- Adding to the Digital Publishing Guide and create supporting documents to assist with digital communications;
- Working with the Digital Coordinator to develop regular online content, e.g. short video interviews, blog posts, etc.; and
- Supporting the Committee with any and all communications around events, news, and any other matters.

DIGITAL COORDINATOR

The Digital Coordinator is responsible for managing and updating YTP's digital platforms with engaging content that is relevant and interesting for members. Their duties include but are not limited to:

- Managing and updating the YTP website hosted with ChillIT.
- Liaising with ChillIT to maintain the domain registration and HTTPS encryption certificates.
- Keeping the website software updated (WordPress and plugins).
- Managing all YTP social media sites (LinkedIn, Facebook, Instagram);
- Ensuring YTP members and the YTP Committee can access and contribute to YTP digital platforms;
- Ensuring that all digital platforms are kept up to date with relevant content, and that bugs and inaccuracies are remedied; and
- Working closely with the Communications Coordinator to deliver the YTP communications strategy across the group's digital platforms.

Accomplishments of 2020/2021 include:

- Moving the website to a new hosting provider in Australia;
- Collaborating with the Communications Coordinator to run website focus groups with the committee; and
- Updating the YTP website based on feedback from the Committee to present a consistent visual style, include new content and improve navigation.

Goals for 2021/2022 include:

- Updating the YTP website to include a page that allows YTP members to update their details;
- Continuing to refine the website layout and content in based on feedback from the Committee;
- Collaborating with the Communications Coordinator and Committee to develop regular online content and present resources; and
- Create a digital archive of YTP resources.

PARTNERSHIPS COORDINATOR

The Partnerships Coordinator is responsible for managing communication with all third party corporations. This includes developing relationships with potential sponsors and negotiating sponsorship to help fund YTP. Additional duties include but are not limited to:

- Establishing the desires and needs of external companies to facilitate their involvement with YTP and managing those relationships;
- Developing material to assist in securing interest from third parties;
- Investigating and establishing relationships with new potential sponsors; and
- Actively maintaining the Partnerships Tracker.

Accomplishments of 2020/2021 include:

- Securing a partnership with the Victorian Department of Transport and continuing our partnership with Aurecon Jacobs Mott MacDonald Joint Venture;
- Engaging directly with young professionals employed our industry partners through "Lunch & Learn" style presentations and Q&A;

- Promoting the people and projects of our industry partners via “Ask Me Anything” and “A Day in the Life” style articles in the quarterly YTP newsletter;
- Expanding list of contacts within target companies for communications and partnership opportunities; and
- Working with new member organisations for events and potential partnerships.

Goals for 2021/2022 include:

- Establishing regular check-ins with YTP Industry Partners for continued engagement and to ensure both parties are following through with commitments;
- Further development of partnership framework to appeal to partner organisations;
- Clarifying current and planned YTP operational expenses and self-funded initiatives (e.g. booth at university careers fair) to refine YTP Partnerships Strategy and promote partnership involvement; and
- Working with the Committee to create more engagement with member companies’ communications contacts as event sponsors or non-financial supporters.

MEMBERSHIP COORDINATOR

The Membership Coordinator is responsible for maintaining the YTP membership base. Their duties include but are not limited to:

- Updating and managing the membership register, including updating membership details;
- Seeking new members and ensuring they can easily sign up for membership;
- Tracking patterns of growth and reporting on membership statistics at Committee meetings;
- Providing membership information and producing up-to-date statistics of membership data upon request from various Committee members to assist with planning for their respective roles; and
- Working with the Member Engagement Coordinator to engage various transport-related industries to establish relationships with new members.

Accomplishments of 2020/2021 include:

- An increase of over 200 new members, bringing the total number of YTP members to more than 1400 as of July 2021;
- Actively updating the YTP membership register from event registrations by new members;
- Conducting regular breakdowns and analyses of the membership register to gain a better understanding of member statistics across various organisations; and
- The ongoing facilitation of a “sign-up station” to encourage non-YTP members to sign up for membership at events.

Goals for 2021/2022 include:

- Growing the membership base to 1,600;
- Continuing to actively update the YTP membership register from event registrations by new members;
- Enforcing the “sign-up station” as a regular initiative at YTP events to encourage members to sign into events or update their details; and
- Working with the Membership Engagement Coordinator on an approach to reach out to potential members in other transport sectors.

MEMBER ENGAGEMENT COORDINATOR

The Member Engagement Coordinator is responsible for developing and maintaining current member participation with YTP. Their duties include but are not limited to:

- Maintaining consistent programs/initiatives that enable members to participate members to participate in YTP events and feel a part of the YTP community; and
- Creation of post event surveys to capture member feedback; and

- Working with the Membership Coordinator to understand member feedback and find ways to create positive member experiences.

Accomplishments of 2020/2021 include:

- Facilitation of post-event surveys for YTP members in order to gain feedback to shape future events and YTP initiatives, both from attendees and from YTP members who registered attendance but were unable to attend on the day;
- Continuation of annual YTP membership survey, earlier in the term to help shape direction the committee focus for the year;
- Capturing member feedback to progress through Covid-19 restrictions; and
- Adaptation for virtual, hybrid and physical events and ways of operation.

Goals for 2021/2022 include:

- Improving engagement through online forums, such as the [YTP LinkedIn Group](#);
- Investigating university engagement opportunities, such as trade fairs, open days, etc.;
- Increasing awareness through in office advertising, e.g. the YTP A3 posters; and
- Streamlining hybrid in person and online events.

EVENTS COORDINATOR (2X POSITIONS AVAILABLE)

The Events Coordinator is responsible for organising all YTP events. This includes ensuring they are run according to plan, and in a safe and efficient manner. Their duties include but are not limited to:

- Liaising with contacts at sponsor organisations to initiate, plan, and manage quarterly YTP forums;
- Booking venues and catering for YTP social events;
- Distributing invitations and reminders to YTP members regarding events;
- Communicating with the Treasurer to coordinate the prompt payment of invoices for events;
- Liaising with venues as appropriate in the lead up to events and coordinating refreshments, food, and event management activities;
- Negotiating deals and costs per event to suit YTP needs; and
- Communicating with the Committee to keep up to date on conflicting events run by other transport-related organisations to avoid clashes and ensure YTP members have maximum access to transport-related events.

Accomplishments of 2020/2021 include:

- Delivery of hybrid in-person and online events;
- Delivery of new coffee catch-ups program and virtual events;
- Worked collaboratively with other organisations to host events (e.g. GYCRS); and
- Running a variety of successful events (e.g. online forum, webinars, Barefoot Bowls) despite Covid-19 restrictions.

Goals for 2021/2022 include:

- Organising more engaging and exciting virtual YTP events such as webinars, Q&As and trivia;
- Running joint events with other institutions/associations; and
- Organising diverse events that reach out to the broader transport sector beyond rail, such as aviation and road.

VICE PRESIDENT

The Vice-President is a title nominated to one of the Committee members (Excluding the President). When the President is absent or unable to perform their duties, the Vice-President will take up the duties of the President, on top of their current responsibilities associated with their title. They may seek assistance from the Secretary.