

# YUAA 2025-26 E-Board Application

## Roles & Descriptions

### Co-Presidents

*The Presidents oversee all projects, funding, and general management of YUAA. They collaborate directly with administration, sponsors, speakers, faculty, and team members to foster a strong community and achieve organizational goals. They also assist in organizing YUAA-wide events and regularly monitor the progress of executive board members and their respective projects. Presidents must be prepared to perform the responsibilities of any board position when necessary.*

#### **Responsibilities:**

- Maintain the overall health, growth, and strategic vision of YUAA
- Delegate tasks and responsibilities effectively among executive board members
- Schedule and facilitate meetings with faculty and administrators
- Manage organizational finances alongside the Treasurer
- Support logistical planning for all projects and events
- Hold ultimate accountability for all YUAA activities and initiatives
- Provide resources and opportunities to promote members' personal and professional growth
- Ensure an effective transition between incoming and outgoing executive boards

### Project Manager

*The Project Manager supports Project Leads with technical guidance and organizational structure, helping to broaden YUAA's scope. They facilitate project operations by ensuring Project Leads have necessary resources for successful deliverables.*

#### **Responsibilities:**

- Offer technical guidance to address specific project challenges
- Manage YUAA's Jira and Confluence to maintain project efficiency
- Coordinate technical workshops for member development
- Conduct at least two progress review meetings per semester with each Project Lead
- Oversee the maintenance of organizational spaces and equipment
- Collaborate with Project Leads to secure necessary resources
- Facilitate initial communication between Project Leads and the YUAA Advisor



# Project Leads

*Project Leads are responsible for the technical and organizational operations of their respective projects, with the support of the rest of the executive board. Project Leads form the backbone of YUAA's efforts and are vital to providing members with the technical experience that the YUAA seeks to deliver.*

## **Responsibilities:**

- Hold at least one weekly meeting to work on the project
- Set project timelines and ensure that deliverables are accomplished in a timely manner
- Coordinate with their Project Board to properly manage timelines and subprojects
- Submit purchase orders to the Treasurer through Jira
- Provide opportunities for project members to develop their technical skills
- Host team-building social events for project groups
- Ensure an effective transition between incoming and outgoing project boards

# Director of Finance

*The Director of Finance manages YUAA's financial planning, tracking expenses and income, coordinating purchases, and assisting Project Leads with grant applications. Regular communication with Yale's Administration is required. This critical role demands high accountability and consistent engagement throughout the academic year.*

## **Responsibilities:**

- Establish and adhere to a timeline for annual funding and grant applications
- Meet and maintain communication with Yale Engineering purchasing agents in August
- Manage ordering and reimbursement processes through Jira
- Accurately track spending within Jira with Yale Engineering
- Support Project Leads with grant applications alongside the Project Manager
- Submit funding requests to UOFC and Yale Engineering
- Collaborate with Co-Presidents, Project Manager, and Project Leads for strategic fund allocation

# Director of Development

*The Director of Development oversees professional growth opportunities within YUAA. They coordinate speaker events, pre-professional activities, and cultivate enduring relationships with alumni and supporters. Additionally, they organize community engagement initiatives for Yale and New Haven.*

## **Responsibilities:**

- Maintain ongoing relationships with alumni, corporate partners, and sponsors
- Create and distribute a semesterly newsletter highlighting project progress and relevant events for alumni and supporters
- Organize volunteer opportunities for members to engage with the New Haven community
- Identify and coordinate speakers for YUAA events

# Director of Outreach

*The Director of Outreach identifies and maintains sponsorships for YUAA, collaborating closely with the Director of Development to leverage alumni connections and explore new sponsorship opportunities. They also negotiate with commercial suppliers to reduce the material costs for projects.*

## **Responsibilities:**

- Develop and maintain an annual sponsorship application schedule for various firms
- Leverage alumni connections to approach potential sponsors
- Expand sponsorship opportunities through proactive outreach, including cold emails and calls
- Regularly update the YUAA Sponsorship Package
- Work with Project Leaders to secure commercial materials at discounted rates

# Director of Public Relations

*The Director of Public Relations manages YUAA's public image and brand identity. They promote events, maintain digital platforms, design merchandise, and foster team spirit. They need to distinguish between internal vs external imaging and deploy effective marketing strategies in our media.*

## **Responsibilities:**

- Strengthen and expand the organization's public image
- Create posters and digital content for YUAA events and programs
- Regularly manage and update YUAA's social media platforms
- Oversee design, production, and distribution of YUAA merchandise
- Attend and document all YUAA-wide events through photography and video
- Ensure professionalism and accuracy of the YUAA website through regular updates



# Director of Events

*The Director of Events organizes major YUAA events, such as Aeronautica, and identifies external aerospace and engineering opportunities for member participation. They manage travel logistics and act as the primary liaison with the Ivy Space Coalition (ISC).*

## **Responsibilities:**

- Facilitate communication and coordination with the Ivy Space Coalition
- Identify and promote external job fairs, aerospace conferences, and professional events beneficial to members
- Arrange transportation and accommodations for external events
- Oversee event planning and logistics for key events like Kickoff, Aeronautica and the Ivy Space Conference
- Support project teams with room reservations and event logistics

# Social Lead

*The Social Lead coordinates social events to foster community within YUAA. They organize frequent informal gatherings and larger annual traditions.*

## **Responsibilities:**

- Organize social events for YUAA members
- Work with the Director of Public Relations to advertise events
- Organize larger events, such as the annual formal in conjunction with other engineering clubs
- Work with the Director of Events and Project Manager to incorporate social components to other YUAA events (i.e. social events with other Ivy Space Conference attendees, celebrations of successful tests, etc)