**APPLICATION FOR A YOUTH INTERN POSITION WITH THE SLSNZ BOARD**

Applicant’s Details

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| --- | --- |
| Name: |  |
| Mailing Address: |  |
|  |  |
| Membership No: |  | Club: |  |
| Tel |  | Work |  | Home |
| email |  |

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| --- |
| I am seeking a Youth Intern position with the SLSNZ Board and confirm I have read, understand and can fulfil the Terms of Reference for the role (as set out in this application form). |
| Signature of Applicant: |  |

# Resume

Please attach a full resume which clearly supports your case to become a Youth Intern with the SLSNZ Board.

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| --- | --- |
|  | Resume Attached |

**General Information**

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| **What attracts you to this opportunity?** |  |
| **Where will you look to use this experience in the future?** |  |
| **What attributes do you have that make you ideal to be a Youth Intern?** |  |
| **What special contribution do you believe you could make to the SLSNZ Board** |  |
| **Names of 2 referees and contact details**  |  |

# Privacy Act 1993

# I agree that SLSNZ may collect and retain the information supplied with this application and SLSNZ may authorise the release of this information to SLSNZ Members, SLSNZ Board members and staff, and any other persons or organisations that the SLSNZ Board considers appropriate.

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| Signature of Applicant: |  |

**The deadline to submit this application is 5.00pm Wednesday 30th September 2020.**

All applications for this position must be received at:

Surf Life Saving New Zealand - Attention: Paul Dalton

93 Hutt Park Road, Seaview, Lower Hutt 5010, or

PO Box 39-129 Wellington Mail Centre, Lower Hutt 5045; or

by email to paul.dalton@surflifesaving.org.nz

**SLSNZ BOARD YOUTH INTERN**

## TERMS OF REFERENCE

**1. Purpose of the Youth Intern position**

The primary purpose of the Youth Intern role is to give a young surf life saving club member the chance to participate in, observe and learn about governance at national level. The programme is aimed at allowing the Youth Intern to build their knowledge and experience of governance in a supportive environment by observing and being part of the governance practices of the SLSNZ Board. It should enable the Youth Intern to gain a good understanding of the role of a board, the challenges of running the national surf life saving organisation and develop skills that are transferable to other governance roles inside and outside of surf life saving.

But this is not a passive role sitting on the sidelines, with the Youth Intern expected to fully and actively contribute to the Board achieving its key responsibilities of:

* Providing strategic direction.
* Monitoring the progress of SLSNZ towards its strategic priorities.
* Contributing to a positive and harmonious Board.
* Overseeing the Chief Executive through Board approved delegations.

The role is unpaid and voluntary, but the travel costs of attending Board meetings from anywhere in the country will be covered.

In terms of the fine print, the Youth Intern is an ‘invited observer’ at Board meetings alongside the CEO and President, so is not legally an official Board Member. As such, while they can contribute to discussions they do not have the right to vote or make decisions. But on the flip side they do not have the legislative accountability of an official Board member.

**2. Term**

The term of the Youth Intern programme is 18 months. During this time it will include access to a full cycle of:

* The induction programme for new Board members.
* Regular Board meetings (5 per year)
* Annual Planning meeting.
* AGM/ Club Chairs Workshop/ Awards of Excellence dinner.
* Board sub-committee meetings.
* Club Chairs meetings.
* SLSNZ events.

**3. Support**

The Youth Intern will receive support in the form of:

* An induction programme.
* A personal mentor from within the SLSNZ Board.
* Regular meetings during the year with the CEO, the Chairman, each of the other Board members and the President.
* Formal governance training (funded by SLSNZ) up to the value of $1,500.
* Opportunities to engage with SLSNZ staff.

**4. Youth Intern Contribution**

It is intended the Youth intern will make a unique contribution to the SLSNZ Board by bringing:

* Diversity of thinking.
* The perspective of younger members of the organisation.
* Feedback on how the Board operates.
* Assisting the induction of the next Youth Intern.

**5. Commitment**

It is expected the Youth Intern will:

* Establish as a high personal priority the attendance at Board meetings.
* Be well prepared for the discussions at Board meetings by reading all the background papers and seeking additional information if necessary.
* Maintain the confidentiality of Board papers and what is said and seen at Board meetings.
* Work with and respect the opinions of others.
* Always act in the best interests of the organisation as a whole.
* Represent the organisation in a positive and professional manner at all times.
* Observe meeting procedures and display good conduct in Board meetings.
* Not get involved with management of the organisation.
* Declare all conflicts of interest and avoid creating others.
* Support all actions and decisions of the Board even if they do not personally agree with them.
* Participate openly and honestly in all Board activities.
* If at any time they find themselves unable to carry out their duties, will proactively discuss this situation with the Chairman.

**6. Confidentiality**

The Youth Intern will be required to sign a confidentiality agreement upon accepting the role.

**7. Skills and Competencies**

While not expected to bring governance or management skills to the role, there are a number of attributes that will help the Youth Intern be successful in the role, including:

* A passion for and understanding of surf life saving.
* Commitment – and the time to put into the role.
* An interest in governance.
* Vision.
* The ability to think strategically.
* Self-awareness.
* Curiosity and a desire to learn.
* Energy and drive.
* Some commercial understanding.
* Basic financial literacy.
* Good relationship building and communication skills (including listening).
* Honesty and integrity.

And while not essential it would be beneficial if the candidates are:

* Be working towards or hold a tertiary qualification.
* Connected within the surf life saving movement.

The minimum age for a candidate is 18 years, with a maximum age of 28.