

# Associate Director Programme



Christchurch  
City Holdings  
Limited

**The Christchurch City Holdings Limited (CCHL) Associate Director Programme aims to enhance the governance capability of senior leaders who are embarking on a governance career. The programme offers emerging directors the opportunity to accelerate their boardroom experience with participants appointed as an Associate Director, for a 12-month duration, on a board in the CCHL group of companies. CCHL provides further support with ongoing mentoring throughout the programme and opportunities for professional development and social networking.**

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# A message from the CEO



It is my pleasure to introduce the 2018 CCHL Associate Director Programme.

CCHL's key purpose is to invest in and promote the establishment of key infrastructure for the City. As a Council controlled organisation, our accountability is to our ultimate owners, the people of Christchurch.

We're committed to supporting the future growth of Christchurch by investing in key infrastructure assets that are commercially viable and environmentally and socially sustainable.

Delivering strong financial returns and dividends to the Council, requires exemplar leadership and robust corporate governance. Our ability to govern and lead the CCHL group of companies into the future, requires a concerted effort to developing governance capability in the region. This includes having a diverse set of relevant skills and experiences to guide our activities.

This responsibility led to the formation of the Associate Director Programme.

This flagship programme will put your director journey on the right path. Obtaining an Associate Directorship on one of the CCHL group boards, means you will benefit from practical advice and insights from some of the region's most successful business people.

This promises to be a unique experience, that aims to develop directors for the future. Participants will have the opportunity to strengthen their connections in a supportive, collaborative and participatory environment.

To ensure that we continue to deliver on our strong performance for the City, we need to create the next generation of leaders. Be one of the few to benefit for this outstanding opportunity.

I look forward to seeing you around the board table.

**Paul Munro**  
CEO, CCHL

# About CCHL

Christchurch City Holdings Limited is the commercial and investment arm of Christchurch City Council. The company is responsible for managing the Council's investment in eight fully or partly-owned trading companies – Orion New Zealand Ltd, Christchurch International Airport Ltd, Lyttelton Port Company Ltd, Enable Services Ltd, City Care Ltd, Red Bus Ltd, EcoCentral Ltd and Development Christchurch Ltd.



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# Programme Overview

## Programme Goals

The overall goals for the CCHL Associate Director Programme are outlined below.

- Enhancing governance capability in Christchurch.
- Equipping programme participants with the necessary knowledge and skills to develop a career in governance.
- Enhancing the connectiveness between emerging directors and senior directors and chairs within the CCHL group of companies.
- Establishing a productive mentoring community.
- Developing a supportive networking environment and making board-ready talent more visible to senior directors and chairs within the CCHL group of companies.

## Key Dates

The key dates for the annual CCHL Associate Director Programme are outlined below.

Programme Launch	28 May 2018
Applications Close	15 June 2018
Candidate Selection Process	July 2018
Confirmation of Appointments	August 2018
Mentors Appointed	August 2018
Associate Directorship Commences	September/October 2018
Induction and Welcome	September 2018
Appointment Concludes	2019 Company AGM

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## **Candidate Eligibility**

The CCHL Associate Director Programme has been specifically developed for emerging directors looking to commence their governance career.

Applicants are required to complete and submit an application form for consideration. Applications will be reviewed against criteria including applicants' competencies and potential ability. All applicants must meet the following criteria:

- Current experience as a Chief Executive or General Manager who reports to, or interacts with, a commercial board of directors; or, a high performing functional or technical specialist.
- Where the candidate is a professional advisor within a commercial firm, able to demonstrate hands-on experience advising boards and acting formally as a board advisor or similar.
- Can demonstrate that they have seriously considered a governance career and are ready to begin the path towards this.
- Is a 'first time' director or a director with experience on smaller, closely held company boards or boards of not-for-profit organisations.
- Must be flexible in their time in order to prepare for and commit to board meetings and time with their mentor throughout the year.

Once the candidates have met the above criteria, other competencies will be considered to ensure the best fit with the overall objectives and outcomes desired.

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## **Selection Process**

Following the close of the application period, the applications received will be reviewed and applicants will be selected for interviews.

Participation for each annual programme is generally limited to five Associate Directors. Selection is at CCHL's discretion and diversity of the participants will be considered. Successful participants will be allocated to a CCHL group company and a mentor assigned, based on the most appropriate fit.

## **Preparing Participants for Success**

Following confirmation of appointments, an induction and welcome programme will commence with all Associate Directors going through a process similar to that for new directors, where they will be provided with relevant background material and board papers.

It is expected that the Associate Director will attend all board and sub-committee meetings. The level of commitment required corresponds to approximately 10-15 hours per month and includes preparing for and attending approximately one monthly board meeting, mentoring from an assigned board member, training opportunities and networking.

The mentoring programme will include director mentors from the CCHL group of companies. In addition to monthly mentor and mentee meetings, CCHL will facilitate six-monthly 'one-on-one' feedback sessions with participants.

Throughout the duration of the directorship, group networking sessions will be coordinated with fellow participants, to enable the sharing of experiences.

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## **Responsibilities of Associate Directors**

While the Associate Director will have no decision-making power or voting rights they will be encouraged to actively participate in and contribute to meetings.

The Associate Director will be indemnified by the group company and be included in the directors' and officers' insurance policy. They will also be subject to the board's confidentiality obligations.

## **General Terms and Conditions**

The following terms and conditions will apply.

- There is no registration fee payable by participants.
- CCHL will fund the Institute of Directors membership fees for the term of the appointment.
- CCHL will provide \$1,000 plus GST towards further director development training.
- Participants are expected to participate in CCHL coordinated media opportunities to profile the programme.
- An induction will be provided.
- Attendance is required at all board meetings and assigned sub-committee meetings in Christchurch.
- An Associate Director is an observer role with no voting rights.
- An Associate Director is an unpaid role - no payment of director's fees.
- Indemnity and directors' and officers' cover is provided.
- Confidentiality agreement to be signed.
- Twelve-month appointment.
- Mentoring provided from another director.

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## **How to apply**

Please complete the application form and submit along with a current CV.

Please visit our website: [www.cchl.co.nz](http://www.cchl.co.nz)

## **Contact**

For further information about the CCHL Associate Director Programme, contact:

Nicola Cull

Senior Consultant, Decipher Group

Phone - 021 686 082

Email - [nicola@deciphergroup.co.nz](mailto:nicola@deciphergroup.co.nz)



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