

# Intern Directors



**OPPORTUNITY TO GAIN EXPERIENCE  
WORKING ON A COMMERCIAL BOARD  
AS AN INTERN.**

**Applications are sought from aspiring directors who wish to gain experience by working with the board of one of the Christchurch City Holdings (CCHL) group companies over a period of one year.**

CCHL wishes to encourage the development of an emerging group of future directors in Canterbury by providing an opportunity to work alongside an experienced board as an intern director for one of the CCHL companies.

Applications are sought from individuals with diverse backgrounds who would like to:

- further their business experience
- gain an insight into good governance practice
- learn about the dynamics of sitting on a board

The positions offered will be unpaid but will offer great experience and help equip those selected to build a governance portfolio.

Applications close on 31 March 2014 and should be accompanied by a full CV and explanation of why you think you would benefit from an internship.

**More detailed information is available on the CCHL website [www.cchl.co.nz](http://www.cchl.co.nz) or by contacting Noeline Halstead or Bob Lineham, at Christchurch City Holdings on phone 03 941 8411 or by email [bob.lineham@cchl.co.nz](mailto:bob.lineham@cchl.co.nz)**

The CCHL Group consists of eight companies comprising CCHL the holding company, Orion NZ Limited, Christchurch International Airport Limited, Lyttelton Port Company Limited, Enable Services Limited, City Care Limited, Red Bus Limited and EcoCentral Limited. This is a significant group of companies whose ultimate shareholder is the Christchurch City Council. Each of the companies in the group is governed by an independent board of directors operating in a commercial manner.

### **CCHL Director Internship – additional information**

Christchurch City Holdings Limited (CCHL) is a supporter of good governance and has identified the need for the next generation of business leaders to be introduced to the field of governance in the city. In establishing this programme CCHL hopes that it will encourage diversity.

CCHL's approach to diversity is to widen the pool of candidates so that women, younger people, and people from a range of ethnic and professional backgrounds, who have the right skills, have an opportunity to be considered a possible director.

The successful intern will be appointed for a term of one year commencing in July 2014. They will be provided mentoring through one of the directors of the company. CCHL will also cover the costs for the intern to attend an Institute of Directors (IoD) course to be taken during the year of the internship or in the immediate following year (2015).

CCHL hope the applicant will have relevant commercial experience. However previous governance experience is not a requirement. Individuals who might be considered suitable candidates for the intern position could be:

- at a stage in their career where they are looking to enter director roles;
- have a range of skills and sector experience which might include community and public service;
- be motivated to further their business experience, gain an insight into good governance practice and learn about the dynamics of sitting on a board
- eligible to be a company director;
- able to commit the time and properly prepare for meetings, with the support of their employer, if applicable;
- currently in a second or third tier management role or a business owner.

A CCHL sub committee will review the intern applications, interview a shortlist and recommend placements.

The interns will be allocated to a CCHL group company depending on where the subcommittee agrees is the best fit.

The intern position is unpaid, however CCHL hope that the opportunity and experience will be the prime reward.

All interns will go through an induction process similar to that for new directors. They will be provided with relevant background material and board papers. It is expected that the intern will attend all board and subcommittee meetings. The level of commitment required corresponds to approximately 8-10 hours per month and includes attending approximately one monthly board meeting, mentoring from an assigned board member, possible training opportunities and networking.

At board meetings the intern will have an observer role. While interns will have no decision making power or voting rights they will be encouraged to participate in meetings by asking questions at the discretion of the chair. The intern will be covered for indemnity by the group company D & O insurance policy and will be subject to the board's confidentiality obligations.

CCHL hope that in addition to experiencing first hand the role of a director, the intern will also gain valuable insight into the sector of the group company they are assigned to. As a group company of CCHL the intern will learn about the relationship between the parent company and subsidiaries, and the responsibilities that come with being a council owned entity.

Interns will be expected to provide a short report at the end of their year outlining what they have learned during the year.

Summary of terms:

An induction will be provided.

Attendance at all board meetings and assigned sub committee meetings in Christchurch.

Observer role with no voting rights.

Unpaid - no payment of director's fees.

Indemnity cover provided.

Confidentiality agreement to be signed.

One year appointment from xx date.

Mentoring from another director.

Study scholarship to do IoD course to the value of approximately \$1000.

Preferably Canterbury based.

There is no guarantee that the internship will lead to a permanent directorship as CCHL needs to makes its director appointments on merit and the perceived need on each board at the time a vacancy occurs. However, CCHL will keep the appointee on its database of possible directors and it is hoped that this experience will put applicants in good stead for directors appointments generally in their future career and provide good reference on CV's.