

# Board Intern – Job Description

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This internship demonstrates ELP's commitment to ensuring that former refugees are an important voice in the governance of ELP. This role will allow the intern to gain valuable insights and practical experience in the functions and dynamics of the ELP board of trustees and support them on their leadership journey.

The internship will be for a period of 2 years, with mentoring from a current board member to support the intern. While there would be no remuneration, any pre-approved travel and other ELPNZ related expenses would be reimbursed.

## Purpose of Position

The intern will be an observer on the board, joining board meetings in Wellington and receiving all board communications. The intern will learn, first-hand, the role of governance and the dynamics of sitting on a board. While the intern won't have voting rights, the intern will be included in all discussions, reading, and called upon for comment as an appointed trustee would be.

## Application Requirements

The applicant MUST be a former refugee. Community leadership, advocacy or engagement experience is useful; any Not-for-Profit, government, community, academic or business experience is also useful. The applicant needs to be passionate about improved learning and settlement outcomes for former refugees.

## Duties & Responsibilities

- attend ELP board meetings, and Ethnic Advisory Group meetings
- understand and represent the ELP's purpose, mission and values as described in the trust deed
- serve as an advocate for former refugees on the ELPNZ board
- keep up-to-date on developments in communities and communicate these to the board
- help identify areas where engagement with former refugees and learning and settlement outcomes for former refugees can be enhanced, in alignment with ELP's strategy
- review agenda and supporting materials prior to board meetings
- make a serious commitment to participate actively in ELP governance and volunteer to take on special assignments
- write a board Intern perspective for the Board Talk newsletter twice a year

## Behavioural Expectations

- able to exercise confidentiality about board deliberations, and ELP matters
- follow the ELP code of conduct
- able to listen to diverse viewpoints in board discussions respectfully
- be keenly interested in improving their leadership and governance skills
- be able to inspire others through their passion and enthusiasm for former refugees.