

UFBA Board Intern Position Outline

The UFBA Internship Purpose

This Board initiative is to identify and appoint a suitable candidate from the membership to complete an internship to support the succession of the Board of Directors. This person will have been selected to observe and learn the useful curriculum on governance. They will have strong aspirations to become a UFBA Board Director and be part of the success of New Zealand's largest association for Firefighters.

The UFBA Board wishes to continue its kaupapa of encouraging members to gain more experience in governance and help shape the future of emergency services in New Zealand.

The UFBA Board Purpose

The role of the board is governance, which requires the board to oversee and govern the United Fire Brigade Associations as opposed to managing the day-to-day operations of the UFBA which the board has delegated to the chief executive. The UFBA board maintains a commitment to excellence and accepts a level of accountability to its stakeholders for the organisation's activities.

Board Governance is a framework composed of structures, processes, rules, and practises from which the Board operates. It involves competent Board leadership and strategy to give direction on the UFBA's goals and focuses on the wider issues of:

- *Strategic Direction*
The board is responsible for determining the UFBA's vision, values and strategic direction including overall strategy, setting objectives and monitoring the achievement of those objectives. Management, led by the chief executive, will develop the detail for implementing and achieving the objectives set by the board.
- *Policy Formation*
Policies provide a framework for achieving UFBA goals, giving both the board and management limits and guidelines within which to make decisions. These include both governance policies which guide the board -and operational policies. Policy will be reviewed regularly. Operational policies and procedures are approved by management.
- *Risk Management and Legislative Compliance*
The board is responsible for ensuring that the UFBA implements strategies for identifying and managing risk, and that the organisation's internal controls are appropriate in relation to the risks identified. The board must also ensure that the UFBA complies with all relevant legislation. The board's task is one of oversight – management is responsible for compliance.
- *Monitoring Performance*
The board is responsible for monitoring the performance of the UFBA by regularly analysing achievement and outputs against the strategic plan and budget, annually reviewing the chief executive's performance against pre-agreed Key Performance

Indicators, and reviewing the effectiveness of the board's own performance. Monitoring financial performance against budget is a key aspect of this role.

- *Key Relationships and Influence*

The board is responsible for building and maintaining relationships with key stakeholders. As a membership organisation, maintaining regular communications and good relationships with its member-brigades is an ongoing and critical role of the board. The UFBA provides key services such as advocacy and mediation to members.

The Fire and Emergency New Zealand has a key relationship with the UFBA and the board must maintain the Service's ongoing confidence in the organisation across both governance and operational performance.

Board Governance is a layer of ownership and not management. It encourages transparency and fairness in conducting business both internally and externally. The Board is focused on creating the future and direction, not managing day-to-day operations, which is the role of the UFBA management team.

Benefits to the Board Intern

- High-level personal development to members regarding all aspects of governance at a professional board level.
- Gain firsthand experience and insight into decision-making at a professional level, understanding the factors considered and the processes involved.
- Gain a deeper understanding of governance structures, regulatory frameworks, and compliance requirements, which are valuable skills in various career paths.
- Develop various skills such as leadership, communication, strategic thinking, and problem-solving through active participation and observation.
- Interning with a professional board adds weight to your resume, demonstrating your commitment to your field and your willingness to engage in professional development opportunities.
- Work closely with board members who can provide mentorship opportunities, allowing you to learn from their experiences and insights.
- Being associated with a professional board can enhance your visibility within the industry, potentially leading to recognition and opportunities for advancement.
- The opportunity to interact with seasoned professionals, board members, and possibly influential figures in the industry. This networking can open doors for future opportunities.

Role of the Intern

The board is committed to the legal and ethical requirements of good governance. Directors have a general duty to act honestly, in good faith and in the best interests of the UFBA. As an Intern you will be expected to uphold these values while observing and learning. Your role will include:

- Attending board and committee meetings. Absences from meetings require leave from the chairperson.
- Attending other board activities, including the Annual Conference.
- Be informed in order to meaningfully observe the operations of the board

Key Attributes of the UFBA Board Intern

- Your focus is to strive for the best for the UFBA and its membership
- Sound knowledge of UFBA services, the Provincials, and Fire and Emergency NZ strategic priorities, policies and guidelines
- Ability to relate and engage with UFBA members and stakeholders
- Approachable and reliable
- Decisive and confident decision-maker and applying sound judgement
- Good written, verbal and interpersonal communication skills
- Willingness to participate and contribute fully if required
- Thorough understanding of the operating environment of the UFBA and Fire and Emergency NZ including strategic objectives, compliance requirements and stakeholder relationships.

Key responsibilities and duties of the Intern

The Intern will:

- Be accountable to and supportive of the UFBA chairperson and directors
- Understand the UFBA governance framework, including its strategic objectives, compliance requirements and stakeholder relationships
- Prepare for meetings and actively observe the board's decision-making
- Represent the UFBA in a positive, professional and appropriate manner
- Observe the confidentiality of information acquired as a UFBA Intern
- Comply with the spirit as well as the letter of the law, recognising both the legal and ethical duties of the role of intern
- Be loyal to the board. If Interns find themselves in a situation where they do not agree with the board's decision or actions, this must be discussed with the CEO

- Advise the board of any potential or actual conflict of interest which might compromise a Intern's ability to observe any issue before the board, in accordance with the Conflicts of Interest Policy
- Accept a commitment to always act in a manner that reflects UFBA Intern status. This principle requires members consider whether conduct in professional or private life will reflect adversely on the UFBA. Any matters that may bring the board into disrepute or jeopardise its relationship with the organisation's stakeholders must be reported to the chairperson at the earliest opportunity
- Sign and abide by the Code of Conduct (UFBA professional standards)

Board Intern availability requirements

Interns are expected to attend all board meetings unless they have been granted leave by the chairperson prior to the meeting. These meetings are likely to be quarterly, unless otherwise requested by the Chair of the Board.

Answer emails within one working day.

The Intern will be required to attend an online induction if successful.

Be prepared to have regular evaluations throughout the internship with the chair of the board.

Board Discussions

A wide range of material comes before the board for discussion, including financial and commercially sensitive information. Until the board has reached a decision and it is minuted, those board discussions should remain confidential to directors only. The basis for this proposal is that directors must be free to discuss, without fear of publicity or restraint.

Sometimes board meetings need to resolve to move "in committee" (board only time). If the board decides this, the board shall:

- a. Reserve the right to include or exclude any non-director it so chooses; and
- b. Make all efforts to look ahead and signal any such "in committee" session in the agenda or at the beginning of the meeting.

There are also times when the board or board committee needs to have confidential discussion on an issue, or a private meeting and this may arise for a variety of reasons. Reasons for inclusion of a subject for confidential discussion or action must be clearly articulated and justified either on the agenda or in the paper.

It is inappropriate for any director or intern to release information that has come to the board prior to a board discussion. As noted above, the reasons for this are clear: The board may not agree with the proposals, recommendations or conclusions in the documents. It is important for the whole board to have a free and frank discussion of any matter, without fear that information has already been passed on to interested parties who are not directors.

Expenses

As a UFBA Board Intern the UFBA will fund your flights, food and accommodation to all meetings you are required at. In addition to this you can submit an expense claim for a \$120 per day gross, less withholding tax for the approved days that you represent the UFBA.

Board Intern expenses incurred for meetings, travel and other duties are specifically budgeted for. Anything outside of these expenses must be approved by the UFBA CEO prior to purchase. Expense reimbursement does not include alcohol, taxis/shuttles, valet parking, laundry, room service, phone calls, internet use, mini-bar, movies, business centre costs, trailer or rental car hire or reimbursements for meals scheduled. Daily allowance and expense reimbursement are paid following receipt of documentation.

Internship Term

The term is for 12 months.

The appointment process is as follows:

- The UFBA advertise a notification of role and available background materials and call for expressions of interest from the membership.
- UFBA members with suitable skills submit an application form and supporting documents if necessary.
- UFBA management shortlist applicants with reference to the key attributes.
- Further enquiry of the applicant may be required by the CEO.
- The UFBA Board considers and appoints from the suitable applications.
- Should none of the applications be suitable, the UFBA may advertise to the membership again.