



Intern Board Member Job Description

This internship demonstrates the Taupō Business Chamber's commitment to supporting leadership growth and improving business acumen in the district. This role will allow the intern to gain valuable insights and practical experience in the functions of a board and support them on their leadership journey. The internship will be for a period of 12 months.

Purpose of Position

The intern will be involved with every aspect of the Taupō Business Chamber board, consistent with its constitution and bylaws. The intern becomes a non-voting member of the board of directors.

Duties & responsibilities

- Attend Chamber board meetings and other Chamber events throughout the year.
- Understand the Chamber's mission as described in the constitution.
- Serve as an advocate for the Taupō Business Chamber by promoting the organisation to others.
- Help identify areas where Chamber membership and activities can be enhanced.
- Review agenda and supporting materials prior to board and committee meetings.
- Makes serious commitment to participate actively in the Chamber and offer to take on special assignments.
- Keep up-to-date on developments in the local business community and communicate these with the Board.
- Follow conflict of interest and confidentiality policies.
- Participate in the selection of the next Board Intern.
- Write a Board Intern Perspective for the Chamber Newsletter as required.

Behavioural Expectations:

- To be able to exercise confidentiality about Board matters, member matters and anything said under Chatham House rules at all times.
- To work well with people individually and in a group by being considerate, trustworthy and collaborative.
- Ability to listen with understanding within group discussions and face to face.
- To think analytically and creatively depending on the situation.
- Be keenly interested in improving your business and work experience to assist the Taupō Business Chamber to develop and support members.
- To show the desire and/or ability to grow your leadership in the local business community.
- The ability to inspire others through your passion and goodwill for the Taupo district.
- To earn and retain the respect of board members, Taupō Business Chamber members and other stakeholders.
- To participate fully in all Taupō Business Chamber initiatives and help others do to so.