**Application for Board Intern**   
Term: 12 Months (August 2024- July 2025)

**Instructions for Board Intern Applications**

1. This form can be completed on the word document or on a printed copy by hand
2. Please scan the completed form to [connect@ufba.org.nz](mailto:connect@ufba.org.nz) for consideration
3. Please attach any other documents you wish to be considered in your application

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| ***Personal Information*** | |
| **Name:** | **Cell phone:** |
| **Brigade:** | **Position:** |
| **Address:** | |
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1. Please outline your experience/knowledge of UFBA services and Fire and Emergency’s Strategic priorities, policies and guidelines below.
2. What do you consider to be the three key attributes of a UFBA Board member and why?
3. Describe your understanding of governance within the not-for-profit sector
4. Please describe your experience with research, data analysis, and report writing
5. Tell us about a time that you shared your opinion which helped influence the decision or outcome of a group
6. What knowledge, skills, experience and interests do you have that could grow as a result of being in a position as a UFBA Board Intern?
7. Why does the role of UFBA Board Intern appeal to you and what do you hope to achieve?
8. Is there anything else that you would like to include to support why you believe you are the best candidate for the role of Board Intern?

**Please complete this form and return to** [**connect@ufba.org.nz**](mailto:connect@ufba.org.nz) **by end of day Tuesday 9 July.**

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| **The appointment process is as follows:** |

* The UFBA advertises the role, provides available background materials, and calls 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