

# The Board Internship – FAQs

## ***What sort of person are you looking for as an Intern?***

We are looking for committed Christians who want to learn how to serve Christian organisations as Board members, and want to honour God by doing it well. Our Interns will be regular attenders at Church, and will probably have been involved in one or more Church ministries in a leadership position.

## ***Will an Intern applicant have to provide referees?***

Yes. An applicant will need to provide the name of the Senior Pastor or equivalent at his or her Church, who will be asked by us to complete a confidential form concerning the Applicant. We will also ask the applicant to provide the names of two other referees. If an applicant progresses to the next stage of a process, we will contact those other referees.

## ***Do Interns need to have a University degree?***

No. While skills or experience generally useful for Board membership will be relevant to the application process, being a committed Christian with a heart to serve will be the most important attribute.

## ***Is there an age limit?***

Yes. Interns must be under 35 and over 22 at the commencement of their Internship.

## ***Is there any cost to the Interns?***

No. There is no fee payable by an Intern to participate in the Internship.

## ***Is there any assessment or testing?***

The Internship does not require any examination or assignments. There may be short on-line questions or surveys to complete after some of the external presenter webinars or periodically through the Internship. Towards the conclusion of the Internship we will seek feedback from Hosts and Mentors as to the Intern's progress, and we will notify you if any issues arise from this.

## ***What does the Intern receive at the end of the Internship?***

Provided the Intern has attended all the compulsory events and received a satisfactory report from his or her Mentor and Host, then the Intern will graduate and receive a Certificate. The intern will also be eligible to receive the post-Internship benefits.

## ***What are the compulsory events for Interns?***

All Host Board meetings, meetings with Mentors, a State CMA Ministry Governance Conference and the CMA Annual Conferences at the commencement and conclusion of the Internship. Exceptions may be made due to illness or similar, but being on holidays or "too much work" will not generally give rise to an exception.

## ***Are webinars recorded?***

Yes. While it is preferable for an Intern to participate in the webinars live, if an Intern can't do so, he or she may view the content later at a more convenient time.

***How are Mentor/Intern meetings arranged?***

The Mentor will arrange mutually convenient times and dates for these meetings. Generally we would expect meetings to take place either shortly before or after Host Board meetings.

***What are the post-Internship benefits?***

Interns who have graduated are eligible for the following:

- Two years free Individual Membership of CMA
- This membership includes a discount of at least 10% on all CMA conferences, events and products for those two years
- Free listing on the CMA Directory of Graduates
- Entry to the 'Board Internship Alumni' online community hosted by CMA

***Is there any cost to the Mentors?***

No. It is preferable if a Mentor can attend the CMA Annual Conferences at the commencement and conclusion of an Intern's Internship (at his or her own cost), but it is not compulsory.

***Is there any cost to the Hosts?***

Yes. We ask the Hosts to make a contribution to the Board Internship program (\$1300 for CMA Standards Council accredited partners, or \$1800 for other organisations) and to meet whatever costs the Intern incurs which would normally be paid in respect of the Host's Board members. For example, if the Host holds board meetings in different States of Australia, and pays a Board member's travel costs, it would also pay the Intern's travel costs. We also ask that at least one representative of the Host attend at their own cost the CMA Annual Conferences at the commencement and conclusion of the Intern's Internship.

***What are the confidentiality requirements for Interns?***

The Interns must sign a detailed and legally binding Confidentiality Deed in respect of all non-public Host information they learn in connection with the Internship. A copy of this Deed is provided to the Host.

***Will Interns have a vote on any decisions of the Host Board?***

No.

***Will Interns take on legal liability by attending and participating in meetings of the Host Board?***

Generally speaking, no. Here is a link to an advice provided by HWL Ebsworth Lawyers on the guidelines a Host Board and the Intern should follow to avoid the risk of Interns taking on legal liability[insert link].

***Will the Interns receive all Board papers?***

Yes. Interns will have the same rights as full Board members to Board papers and other organisational documents. These documents will be covered by the Intern's Confidentiality Deed.

***Will Interns be excluded from any parts of a Host Board meeting?***

Apart from the normal rules applying to conflict of interest situations, it is intended that

Interns will participate in all parts of the Board meeting, no matter how sensitive. The intention of the Board Internship program is that the Interns experience and learn from every aspect of being a Board

member, even (indeed, especially) the crisis moments. In absolutely exceptional circumstances, we may be prepared to waive this position after the Host's Chair discusses the issue with us in advance.

***Can Hosts invite Interns to join their Boards as full Board members?***

Yes. It would be our preference however that if this were to happen it would not be until after the Board Internship had finished.

***Can I apply for a job with the Host during the Internship?***

From the perspective of The Board Internship program, there is nothing to prevent you doing so, although you should notify us if you do make such an application. As with any other conflict situation, you would be excluded from any Board reports/papers/discussions touching on the job discussions. However, if you were successful, you would have to cease your Internship, as it would be inappropriate to be an Intern at an organisation where you worked. If you wished to continue your Internship elsewhere, we would be happy to discuss that possibility with you, although we could give no guarantee that this would be possible. Alternatively there would be no reason, subject to the usual process, why you could not apply for an Internship afresh another year. If you were unsuccessful in your application, then subject to any views of your Host, we would have no objection to you continuing your Internship.

Be aware however that the Host may take a different approach to any job application by an Intern. We would strongly suggest that you discuss the position with your Mentor before making any application.

***What is the review process for the Interns and Mentors during the internship?***

A key part of the program for The Board Internship involves checking in with our Interns and Mentors on a regular basis to ensure that the Internship is progressing as intended. This process involves three parts:

***1. Informal early check-in***

Experience has shown us that occasionally, despite our best efforts at matching, the Intern/Mentor relationship does not quite gel for some reason. In the unlikely event of this occurring, we want to deal with it promptly, so near the end of the first three months of the Internship we will contact each Intern and each Mentor to check in how the relationship is working on a personal level. While we are keen to hear at any time if there is an issue between an Intern and their Mentor, this check-in is an opportunity to speak with us in the unlikely event that there are any interpersonal issues so that we can take early steps to resolve them.

***2. Interim Reviews***

At or about the end of the October and February of the Internship we will send out an Interim Review Form to each Mentor for them to complete. When the Mentor completes the Form, the Mentor will send it to their Intern for the Intern to read, and then the Intern will promptly make a time to discuss it with the Mentor, preferably face-to-face. During that meeting the Mentor and the Intern may if appropriate add to or amend the Form. At the conclusion of the meeting the Mentor and Intern will each sign the Form, and the Mentor will then keep the original and send a copy to us and to the Intern.

It is important to note that these Reviews are intended to mark progress at a point in time through the Internship. We do not expect that all Interns will be proficient in every aspect until the end of the Internship. It will be quite normal for areas for further work and learning to be identified and addressed throughout the Internship.

### 3. *Final Assessment*

About mid-April of the Internship we will send out a Final Assessment Form to each Mentor. The Mentor will complete the Form, if appropriate after seeking input from other Board members and/or the Intern, setting out the Intern's progress over the whole of the Internship. After completing that Form, the Mentor will return it to us for final review. If appropriate we will contact any relevant person to seek further input into our final assessment of each Internship.

We expect that each Mentor and Intern will be having discussions throughout the Internship in addition to the above structured steps. It is a firm principle of The Board Internship that "the doctrine of no surprises" should apply at all times, so that there is constant feedback and discussion on progress between each Intern and their Mentor.

Finally, within a month after the completion of the Internship we will send out a confidential Survey to each participant seeking their comments and feedback as to how we can improve the experience for each of our participants.