

CTS Board Internship

Community Trust South (CTS) has the strategic aspiration for a Thriving South, with a purpose of ensuring communities are empowered, have the resources and capacity to participate and realise their aspirations and collective wellbeing. An important priority under our pou (pillar) of People and Places is Community connectedness which includes supporting social cohesion by building networks and promoting inclusivity; helping to build volunteer capacity and supporting communities to be self-determining and empowered to co-design solutions. This Board internship programme is one aspect of this support to our community, recognising people need opportunities to participate in governance.

CTS Board Internship Programme

CTS are providing the opportunity for an 18 month (with an option for a 6 month extension) Internship on the CTS Board. Expressions of Interest being invited now via this online portal.

The internship is a non-voting observer role.

The internship will commence in September 2026.

The Intern will attend all board meetings, professional development opportunities, relevant community events and one sub-committee as appointed by the Board (aligned to an area of interest).

Sub-committees include:

- Investment
- Audit Finance and Risk Management
- Te Whai Hua (which assists in developing the CTS commitment to Ti Tiriti o Waitangi).

Interns will be required to sign a Letter of Appointment and Confidentiality Undertaking (a copy may be requested from CTS).

The Board of CTS will appoint the intern.

The Intern will be paired with a Trustee to support them to make the most of the internship

Time commitment

The time commitment including meeting preparation is 30 days per year or 20 hours per month.

Internship Criteria

Expressions of interest will be accepted from people who:

- are an Aotearoa New Zealand citizen or hold an Aotearoa New Zealand permanent residency
- reside in the [Community Trust South area](#) and have done so for 3 years or more
- have an interest in governance in the for purpose (not for profit) sector
- preference will be given to those who are from priority populations or who work in or are significantly involved in afor purpose (not for profit) organisations working with priority populations. Priority populations include Māori, Pasifika, migrant, rangitahi, people with a disability, rainbow and older populations.
- have some governance experience, being either an emerging or mid-career governor.
- are 18 years or older

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The intern will have a criminal record check conducted by the Trust.

Remuneration

This role is a non-remunerated position.

However, CTS will reimburse the Intern for costs for mileage for attendance at meetings and functions at which the intern is representing CTS based on the current mileage rates as approved by the Board. When travelling to meetings, or on the business of the Trust (where the Intern is required to be away from their normal place of residence) the Intern is entitled to reimbursement of out of pocket travelling, meal and accommodation expenses actually and reasonably incurred.

Closing Date

Expressions of interest close 5pm Friday 7 August 2026.

Questions

If you have queries about the role, application process or this form please contact our CEO Jackie Flutey on 0800 500 185 or email jackie@communitytrustsouth.nz

Applicant Details

* indicates a required field

Personal details

Legal name *

First Name

Last Name

Middle name(s)

Date of birth

Must be a date.

Age

Gender *

☐ Female

☐ Male

☐ Gender
diverse

☐ Prefer not
to say

Citizenship *

☐ NZ Citizen

☐ NZ Resident
Class Visa

☐ Other:

Please provide a copy of the front page of your passport/proof of visa status *

Attach a file:

Immigration Status/Visa Type - Additional Details

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Ethnicity *

☐ NZ European ☐ Maori ☐ Pacific Peoples ☐ Asian
☐ Middle Eastern/Latin American/African
Other

Iwi affiliation (if applicable)**Home/Residential Address ***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

Postal Address (if different from above)

Address

Country must be New Zealand

Email address *

Must be an email address.

Daytime phone number

Must be a New Zealand phone number.

Mobile number

Must be a New Zealand phone number.

People considered for appointment as a CTS Board Intern must reside within the [Community Trust South area](#).

Do you currently live in the Community Trust South area? *

☐ Yes

☐ No (not eligible)

Experience and Qualifications

Employment details

Current/Most Recent Employment Position**Current/Most Recent Employer**

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**Current/Most Recent
Employment Tenure**

Professional and tertiary qualifications

Qualification	Institution	Year Awarded

Professional memberships

For example: Institute of Directors New Zealand, Institute of Chartered Accountants, New Zealand Law Society

Body	Membership Type	Member Since

Board experience

Body	Position	Start date	Finish date

Paid and voluntary work experience

Organisation	Position	Start date	Finish date

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Specific expertise

For example: financial management, accounting, investment, legal, grant making, social sector, strategic leadership, cultural.

Please outline any specific expertise

Referees

As well as seeking input from your two referees detailed below, Community Trust South reserves the right to seek evaluative input from people other than your referees.

Referee 1

Name

First Name

Last Name

Company/Organisation

Relationship

Address

Address

Email

Must be an email address.

Phone Number

Must be a New Zealand phone number.

Phone Number

Must be a New Zealand phone number.

Referee 2

Name

First Name

Last Name

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Company/Organisation

Relationship

Address

Address

Email

Must be an email address.

Phone (work or home)

Must be a New Zealand phone number.

Mobile

Must be a New Zealand phone number.

Health Matters

* indicates a required field

Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or any gradual process that may be aggravated by, or affect your ability to carry out the tasks expected of a Board Intern? *

☐ Yes

☐ No

If YES, please provide details:

If you have responded YES, what accommodation, facilities or equipment would you require to be able to perform the role?

Additional information

* indicates a required field

Expected commitments

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Are there any commitments that will impede your ability to attend regular meetings of the Trust

Any other comments you wish to add

Conflicts of interest

Please review the Community Trust South [Conflicts of Interest Policy](#) and outline any conflicts of interest below.

Organisation	Nature of interest
jackie@communitytrustsouth.nz	

Curriculum vitae & supporting letters

Cover letter explaining how your skills and experience meet the requirements of the Board Internship position, as well as what you expect to gain from the internship position. *

Attach a file:

Curriculum vitae *

Attach a file:

Letters of support

Attach a file:

Criminal Record

A criminal conviction will not necessarily exclude you from being considered for appointment. Any previous convictions that meet the criteria of the Criminal Records (Clean Slate) Act 2004 do not need to be disclosed. For information on the Act, [click here](#).

If identified as the preferred candidate, CTS will check your record for criminal convictions. Do you consent to such a check? *

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☐ Yes

☐ No

If you have answered NO to the above question, please provide details.

Have you ever been convicted of any offence in New Zealand or in any other country (other than minor traffic or parking offences)? *

☐ Yes

☐ No

If you have answered YES to the above question please provide details.

Are there any charges against you yet to be heard? *

☐ Yes

☐ No

If you have answered YES to the above question please provide details.

Disclosures

Have you been the subject of any disciplinary action by a professional body in New Zealand or overseas? *

☐ Yes

☐ No

Have you been made bankrupt, entered into a composition with creditors, or been disqualified as a director? *

☐ Yes

☐ No

If you have answered YES to any of the above questions, please provide details:

Where did you hear about this role

Please indicate below where you found out about this role?

- ☐ Community Trust South website
- ☐ Word of mouth
- ☐ Institute of Directors
- ☐ Appoint Better Boards
- ☐ Community Trust South email newsletter
- ☐ Facebook
- ☐ Southland Times
- ☐ The Ensign

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- ☐ Southland Express
- ☐ Mountain Scene
- ☐ Lakes Weekly
- ☐ LinkedIn
- ☐ Seek
- ☐ Other:

Declaration and Authorisation

* indicates a required field

I understand that this Expression of Interest and any attached information may be kept for administration purposes by Community Trust South. *

☐ Yes

I consent to Community Trust South verifying, at any time, the accuracy of the information I have provided in this CTS Board Internship Expression of Interest form and my application materials. *

☐ Yes

I consent to Community Trust South making enquires with government agencies and other relevant bodies to confirm background information and to assess my candidacy. *

☐ Yes

I confirm that I have read the CTS Board Internship information pack detailing the nature of the role, the time commitment and that the role is non-remunerated. *

☐ Yes

The CTS Board Internship information pack can be found [here](#).

If I am appointed, I agree to promptly declare any actual or potential conflict of interest or probity issue to the Heamana/Chair, who will decide how the conflict or probity issue can best be managed. I also agree to abide by any decisions about the management of that conflict or probity issue. I acknowledge that, in the event that a conflict or probity issue cannot be managed, that the appointment may need to be terminated. *

☐ Yes

Electronic Signature - include name here *

First Name

Last Name

I confirm that the information I have given in this form is complete, true and correct.

☐ Yes

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Date: *

Must be a date.

Submitting your form

There is a '**Review and Submit**' button at the bottom of the navigation box to the right of the screen.

You need to review your form before you can submit it – you won't be able to submit your form until all required questions (marked with an *) are completed.

Once reviewed you can submit your form by clicking on '**Submit**' at the top of the screen or on the navigation box.

Once submitted, you will receive an email acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the top of the form. No further editing of your form or uploading of support material is possible once submitted.

If you have any queries or experience any problems please phone us on **0800 500 185** during business hours or email jackie@communitytrustsouth.nz

Privacy Statement

All the information you provide in this Expression of Interest form will be treated as personal information and will be used, stored and disclosed in accordance with the Privacy Act 2020.

By submitting the Expression of Interest form, you are:

- authorising Community Trust South to collect personal information about you and
- consenting to relevant information being shared with the Community Trust South Staff and Board, for the purposes of appointing a CTS Board Intern.

This information will be stored and used by the Trust for purposes associated with appointment of the Intern, in accordance with the Privacy Act 2020.

The information will be kept confidential and will not be disclosed to any person except in connection with the purposes for which it is obtained, or as required by law.

You have the right to contact the Trust's Privacy Officer to request access to and correction of any personal information held about you.

Details of our privacy policy can be found on our [website](#).