



POSITION DESCRIPTION

Board Intern

Snow Sports New Zealand (SSNZ) Board of Directors:

Position Title: Board Intern (Voluntary Position)

Term: 12 months (with potential for extension or reapplication)

Reports to: Chair, Board of Directors

Location: Remote, with in-person meetings (primarily Wānaka as required)

Purpose of the Role

The SSNZ Board Intern position is designed to support governance capacity-building and increase future board representation by emerging leaders within the snow sports community. The intern will gain exposure to board processes, contribute insights, and develop governance capability under the mentorship of experienced directors.

This non-voting position is ideal for individuals passionate about high performance sport, snow sports, governance, and making a difference in the development of New Zealand's snow sports ecosystem.

Key Responsibilities

- Attend and contribute to all Board meetings (typically bi-monthly)
 - Engage in Board discussions, offering perspective from the intern's experience and background.
 - Participate in relevant subcommittees or working groups (where appropriate)
 - Prepare for meetings by reviewing board papers and background material.
 - Maintain confidentiality and uphold the values and integrity of the Board and SSNZ.
 - Participate in professional development opportunities provided or recommended by SSNZ.
 - Support initiatives aligned with diversity, athlete development, and sustainability in snow sports.
 - Assist with stakeholder engagement or special projects as agreed with the Chair.
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Key Relationships

- SSNZ Board Chair and Directors
 - Chief Executive
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Skills and Attributes

Essential:

- Demonstrated interest in governance, leadership, or organisational development.
- Passion for snow sports and/or outdoor recreation in New Zealand.
- Willingness to learn and contribute constructively.
- Strong communication skills and ability to engage respectfully in diverse settings.
- Alignment with SSNZ values, including athlete well-being, integrity, and inclusivity
- Involvement in High Performance / Elite Sport.

Desirable:

- Involvement in a snow sports discipline (alpine, freestyle, snowboard, Para snow sports)
 - Prior leadership experience (e.g., club committees, youth councils, student associations)
 - Understanding of the sport sector or not-for-profit organisations.
 - Cultural competence, especially regarding te ao Māori and inclusive practices
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Time Commitment

- Approximately 6–8 Board meetings per year (in person or online)
 - Preparation time (1–2 hours per meeting)
 - Optional involvement in working groups or events
 - Professional development opportunities as available
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Remuneration

This is a voluntary position. SSNZ will cover reasonable expenses related to board attendance (e.g. travel and accommodation for in-person meetings).

Appointment Process

Appointments will be made by the SSNZ Board following an open expression of interest and interview process. Mentorship will be provided by an appointed Director. Appointment to the intern position does not guarantee an offer to the full board in the future.
