

Mentoring for Diversity

Mentee application form

1.0 Applicant Details

(*INDICATES MANDATORY FIELDS)

First name/s*			
Surname*		DOB* (DD MM YYYY)	
Email*		Mobile*	
Address			
IoD membership number			

1.1 Diversity

(PLEASE TICK THEN SPECIFY THE AREAS OF DIVERSITY YOU IDENTIFY WITH AS PART OF THIS APPLICATION)

Gender	
Marital / Familial / Lifestyle	
Education and background	
Ethnicity / Race / Nationality	
Religion / Beliefs	
Age	
Skills and experience	This will be documented within your application form
Sector / Industry / Specialisation	
Languages	
Disability	
Other	

2.0 Declaration

Please confirm that you meet the eligibility criteria required to apply for this programme and that you have read and accept the Mentoring for Diversity programme [terms and conditions](#) (page 13).

	Yes, I meet the eligibility criteria required to apply for this programme
	Yes, I have read and accept the terms and conditions of this programme
Name	Date

Eligibility

- You must be or intend to become a member of the IoD
- You are actively looking for non-executive NZX or large company board position/s
- You have flexibility to meet regularly with your mentor
- You need to be able to commit to the Mentoring for Diversity programme ie dedicate time to prepare for the mentoring sessions and undertake the necessary work recommended by the mentor
- You have the capacity to take on board positions
- You are a New Zealand citizen, permanent resident, or have the right to work and/or study for a period of at least five years
- You have not already participated on the Mentoring for Diversity programme
- You have never been disqualified as a company director in NZ or overseas

In addition:

- You are not planning any significant overseas travel (more than two consecutive months) between 1 July 2020 and 30 June 2021
- You are not already a director on the board of two or more NZX or large companies
- As a mentee, you will also need to travel to Auckland up to four times at your own expense – once for the launch and briefing session on Tuesday 23 June 2020, twice for mentee sharing sessions (September 2020 and March 2021) and once for the end of programme celebration (late June 2021). Actual dates and times to be confirmed.

2.1 Criminal Charges & Convictions

Individuals with minor convictions who have been conviction free for at least seven years, and who meet all other relevant criteria to put their past behind them, may conceal such convictions under the Criminal Records (Clean Slate) Act 2004.

For further information, refer to the Ministry of Justice www.justice.govt.nz

Have you been convicted of any offence against the law in New Zealand or elsewhere other than minor traffic offences?	Yes	No
Do you have any criminal charges pending in New Zealand or elsewhere other than minor traffic offences?	Yes	No
Have you been discharged without conviction or used diversion?	Yes	No

If you have answered yes to any of the above, please give details



2.2 Required skill and experience

Applicants are encouraged to undertake rigorous self-appraisal before applying and consider their eligibility against the below as a guide.

2.3 Technical and Operational

Applicants will be expected to demonstrate at least five years' executive experience in one or more of the following:

(SELECT ALL THAT APPLY)

Commercial	as a senior executive or on a leadership team of an entity of some significance in the commercial sector, the listed or unlisted space (eg large SME, family company, co-op, SOE)
Professional advisor	As a senior professional advisor to boards of entities of some significance (NZX or large unlisted or large company). You might be a lawyer, accountant, investment banker providing specialist knowledge/advice to the board such as external and emerging markets, internationalisation, mergers and acquisitions and other legal issues
Public sector/NFP	Working closely with boards in a senior position within Government, public sector, or the not-for-profit sectors
Growing your own business	Demonstrable commercial expertise, such as achieving significant success in building and growing a company in a process that has necessitated the acquisition of a hands-on governance experience such as establishing and/or working with a board
Other (PLEASE SPECIFY)	

2.4 Boardroom Experience

At least three years' experience of boardroom practice, preferably as a board member of an entity of some significance, eg New Zealand subsidiary of an overseas group, large not-for-profit, crown entity, large SME or working closely with, and reporting to boards

In what sector does your main experience with boards lie?

Large commercial entities		Small commercial entities		Public sector/Not-for-Profit
Own business		Other	(PLEASE SPECIFY)	

2.5 Knowledge and understanding

A clear appreciation of the roles and responsibilities of the director under the Companies Act 1993 and an excellent understanding of the value-adding role of the board as well as an appreciation of the distinction between governance and management.

2.6 Financial literacy

Proven ability to understand the financial position of the company through interrogation of financial statements, etc.

2.7 General

A well-developed critical faculty, independent thinking, ability to work in a team, confidence to ask questions, ability to evaluate own performance with a focus on continuous improvement, etc.



3.0 Education

(PLEASE LIST DETAILS OF YOUR MOST RECENT OR RELEVANT TERTIARY QUALIFICATIONS AND MEMBERSHIPS)

Year completed	Institution name	Qualification (EG LLB, MBA)

3.1 Have you completed the IoD's Company Directors' Course?

No	Yes. If yes, add date completed
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3.2 List additional IoD or other governance-related courses attended



4.0 Experience

4.1 Please highlight relevant board experience

Include experience reporting to or advising boards, committees, or executive management.

Specific and full details of experience, both executive and governance roles, are requested in [section 10](#) and [section 11](#) respectively.

(MAX 300 WORDS)

4.2 Other experience

Briefly comment on any other experience which would be relevant to your consideration as a director of an NZX top 100 or large company eg awards, achievements, community or social involvement.

(MAX 100 WORDS)

4.3 Financial Literacy

What evidence can you provide to demonstrate you have a sufficiently high level of financial literacy that would enable you to discharge your responsibilities as a member of a NZX or large company board?

(MAX 100 WORDS)



5.0 Motivation

- 5.1 Describe why you have applied for the Mentoring for Diversity programme and how you hope it will assist you with your board career.

(MAX 150 WORDS)

- 5.2 What type of directorships are you currently seeking? What steps have you taken to date to achieve these directorships?

(MAX 150 WORDS)

5.3 Ability to accept board appointment

If you are currently in full-time employment, please provide details of your capacity to accept an NZX or large company board appointment (max 50 words). (eg "My full time executive contract ceases on xyz date", or "I have written approval from my employer to accept a NZX or large company board appointment".).

(MAX 50 WORDS)



6.0 Development

What three areas would you most like the programme and your mentor to help you develop in? This information may be used to assist matching you with the most appropriate mentor.

(MAX 100 WORDS)

7.0 Diversity

What can you bring to a board that will increase diversity of thought?

(MAX 300 WORDS)



8.0 Travel

Our preference is to match mentees and mentors within the same region, but we can match to someone outside your region if more suitable. Please indicate your preference.

<input type="checkbox"/>	I would prefer to be matched with a mentor within my region	
<input type="checkbox"/>	I would prefer to be matched with a mentor based in	City
If a mentor is not available in your region of choice, are you prepared to travel to meet with your mentor?		
<input type="checkbox"/>	No	Yes. The following cities are suitable

9.0 Referees

Please provide details of two referees who can support your application and can verify your comments provided. One referee must be the chair of a board on which you currently serve.

(YOUR REFEREES MAY BE CONTACTED AS PART OF THE SELECTION PROCESS SO PLEASE ENSURE THEY ARE AWARE OF YOUR APPLICATION).

Referee details

Name	
Organisation	
Relationship	
Email	
Mobile	

Name	
Organisation	
Relationship	
Email	
Mobile	

10.0 Executive experience

Please list your most recent executive experience. You can add up to six entries.

1 LISTED, UNLISTED, SOE, CROWN ENTITY, TRUST, INCORPORATED SOCIETY, STATUTORY BOARD, CO-OPERATIVE, CCO, TERTIARY INSTITUTE, PARTNERSHIP

2 APPROXIMATE NUMBER OF EMPLOYEES

3 EG MINING, HEALTH, ENGINEERING, AGRICULTURE, FORESTRY, INSURANCE, HEALTH CARE, LEGAL, ETC

Organisation			
Position title			
Reporting to Name/Title (IF APPLICABLE)			
Start date (YYYY)			
End date (YYYY / OR CURRENT)			
Organisation type ¹			
Number of FTE staff ²			
Annual operating revenue \$M			
Industry ³			
Briefly describe the organisation (MAX 20 WORDS)			
Briefly summarise your role and responsibilities (MAX 40 WORDS)			



10.0 Executive experience continued

1 LISTED, UNLISTED, SOE, CROWN ENTITY, TRUST, INCORORATED SOIETY, STATUTORY BOARD, CO-OPERATIVE, CCO, TERTIARY INSTITUTE, PARTNERSHIP

2 APPROXIMATE NUMBER OF EMPLOYEES

3 EG MINING, HEALTH, ENGINEERING, AGRICULTURE, FORESTRY, INSURANCE, HEALTH CARE, LEGAL, ETC

Organisation			
Position title			
Reporting to Name/Title (IF APPLICABLE)			
Start date (YYYY)			
End date (YYYY / OR CURRENT)			
Organisation type ¹			
Number of FTE staff ²			
Annual operating revenue \$M			
Industry ³			
Briefly describe the organisation (MAX 20 WORDS)			
Briefly summarise your role and responsibilities (MAX 40 WORDS)			



11.0 Detail of your board experience

Please list your most recent board experience. You can add up to six entries.

1 LISTED, UNLISTED, SOE, CROWN ENTITY, TRUST, INCORPORATED SOCIETY, STATUTORY BOARD, CO-OPERATIVE, CCO, TERTIARY INSTITUTE, PARTNERSHIP

2 APPROXIMATE NUMBER OF EMPLOYEES

3 EG MINING, HEALTH, ENGINEERING, AGRICULTURE, FORESTRY, INSURANCE, HEALTH CARE, LEGAL, ETC

Organisation			
Position title			
Reporting to Name/Title (IF APPLICABLE)			
Start date (YYYY)			
End date (YYYY / OR CURRENT)			
Organisation type ¹			
Number of FTE staff ²			
Annual operating revenue \$M			
Industry ³			
Briefly describe the organisation (MAX 20 WORDS)			
Briefly summarise your role and responsibilities (MAX 40 WORDS)			



11.0 Detail of your board experience continued

1 LISTED, UNLISTED, SOE, CROWN ENTITY, TRUST, INC SOC, STATUTORY BOARD, CO-OPERATIVE, CCO, LATE, TERTIARY INSTITUTE, PARTNERSHIP

2 APPROXIMATE NUMBER OF EMPLOYEES

3 EG MINING, HEALTH, ENGINEERING, AGRICULTURE, FORESTRY, INSURANCE, HEALTH CARE, LEGAL, ETC

Organisation			
Position title			
Reporting to Name/Title (IF APPLICABLE)			
Start date (YYYY)			
End date (YYYY / OR CURRENT)			
Organisation type ¹			
Number of FTE staff ²			
Annual operating revenue \$M			
Industry ³			
Briefly describe the organisation (MAX 20 WORDS)			
Briefly summarise your role and responsibilities (MAX 40 WORDS)			



12.0 Submitting your application

Please send your application as one email that includes the two attachment shown to mentoring@iod.org.nz

1	Your completed application form saved as a PDF
2	A copy of your current governance CV, no more than four pages long, either as a Word document or PDF

All applications must be received before **12 noon Thursday 2 April 2020**. No late applications will be accepted.

Terms and conditions:

By submitting your application to the Mentoring for Diversity programme you agree and confirm each of the following:

- the information provided in your application (see iod.org.nz/mfd) is true and accurate at the time of lodging
- you will be notified by the IoD whether your application was successful or unsuccessful by email on or before 3 June 2020, and that no further discussion or review of your application will be entered into
- you understand and accept the aims and limitations of the Mentoring for Diversity programme in that it does not guarantee you a role on a board
- you consent to the IoD contacting your nominated referees should you be shortlisted and for the purpose of final selection
- you consent to the IoD providing a copy of your application form (or extract) and/or your CV to a number of mentors participating in the Mentoring for Diversity programme for the purpose of matching
- you consent to the IoD providing a copy of your résumé to chairs, boards and search firms (on a case-by- case basis) who contact us seeking a director with your skills and experience
- all personal information collected by the IoD for the purpose of the Mentoring for Diversity programme is handled and may be disclosed in accordance with the IoD's privacy policy
- you consent to information collected by the IoD being used for programme marketing and publicity purposes including the listing of mentee names in BoardRoom magazine, on our website and LinkedIn channel.

If selected as a mentee in the Mentoring for Diversity programme:

- you consent to the IoD publicly disclosing your full name and region in relevant materials and communications
- you are responsible for all expenses incurred as a result of travelling and attending events associated with this programme
- you consent to the IoD contacting you from time to time via email, telephone or mail in relation to the Mentoring for Diversity programme and in relation to any board vacancies which it believes may be suitable to you
- you agree to notify the IoD of any board positions you obtain as a result of the Mentoring for Diversity programme
- any photos taken at the launch function or otherwise may be used to market the Mentoring for Diversity programme
- you will provide feedback during or after the programme in a timely manner, as requested from time to time
- you will at all times, conduct yourself in a professional and ethical manner and refrain from any conduct that may harm your mentor or mentor's reputation
- you will respect the confidentiality of the relationship by not disclosing the mentor's name unless specifically agreed with your mentor
- you will keep confidential any information shared with you by your mentor and will not disclose any such information to anyone unless expressly authorised by your mentor
- you will seek to avoid any conflicts between your interests and the interests of your mentor. If any actual conflict of interest or the potential for a conflict of interest arises, you will openly disclose that fact to your mentor and discuss how to deal with it in a manner which best serves your mentor's interests
- you will only use personal information supplied to you about your mentor (either by the IoD or your mentor) in a manner expressly authorised by your mentor.

