

Executive Trainee – Position Description

Canterbury Golf Incorporated · Oct 2, 2026



Overview

Canterbury Golf is inviting a young person involved in golf in Canterbury to join its Executive Committee as an Executive Trainee. The role offers hands-on governance experience at a leading regional sports organisation, with the aim of preparing the trainee to stand for a formal Executive position in future.

The initiative was introduced by President James Barclay and endorsed by the Executive. It reflects our commitment to developing the next generation of golf leaders and ensuring the views of younger golfers are heard at the board table.

The position has two purposes:

- **Development:** give an emerging leader structured exposure to governance, strategy and decision-making in a supported environment.
- **Perspective:** bring a fresh, younger voice to Executive discussions on participation, communication, pathways and the future of the game in Canterbury.

Position details

Item	Detail
Position title	Executive Trainee
Organisation	Canterbury Golf Incorporated
Reports to	President, Canterbury Golf
Mentor	A nominated member of the Executive Committee
Staff liaison	General Manager
Term	12 months, with review at 6 months (to be confirmed by the Executive)
Status	Non-voting attendee; not an officer or elected member of the Executive
Remuneration	Voluntary, unpaid. Reasonable pre-approved expenses reimbursed
Time commitment	Attendance at Executive meetings plus preparation time, and occasional Canterbury Golf events

Item	Detail
Location	Canterbury Golf office, Christchurch, or online where available

Key responsibilities

The Executive Trainee will:

- Attend Executive Committee meetings and read meeting papers beforehand.
- Contribute views and ideas to discussion, particularly on issues affecting younger golfers, juniors and new participants.
- Meet regularly with their mentor to discuss governance topics, meeting outcomes and personal development goals.
- Gain an understanding of Canterbury Golf's constitution, Strategic Plan, annual operational plan, budget and key policies.
- Observe or support an Executive sub-committee where appropriate.
- Attend selected Canterbury Golf events, such as the Annual General Meeting and Annual Awards Dinner.
- Act as an ambassador for Canterbury Golf and help connect the Executive with younger members of affiliated clubs.
- Complete a short reflection at the end of the term to help the Executive review and improve the programme.

What the trainee will gain

The trainee will build practical governance skills that are valued well beyond golf, with support from experienced Executive members and staff.

- An induction covering Canterbury Golf's structure, constitution, strategy, finances and the role of the Executive.
- One-to-one mentoring from a member of the Executive Committee.
- First-hand experience of board meetings, strategic discussion and decision-making.
- An understanding of how a regional sports organisation works with its clubs, Golf New Zealand, partners and funders.
- Networking with leaders across Canterbury and New Zealand golf.
- Access to governance training opportunities where available, for example through Sport Canterbury or Sport NZ.
- A reference and recognition of their contribution at the end of the term.
- A clear pathway towards standing for a formal Executive position.

Who we are looking for

No previous governance experience is needed. We are looking for curiosity, commitment and a genuine interest in the future of golf in Canterbury.

Essential:

- Aged 18 to 30 (to be confirmed by the Executive).
- A member of a Canterbury Golf affiliated club, or actively involved in golf in Canterbury as a player, volunteer, coach, official or employee.
- Interest in governance, leadership and how sport organisations are run.
- Willingness to speak up, ask questions and share a different perspective respectfully.
- Ability to commit to meetings and preparation for the full term.
- Ability to keep information confidential and act with integrity.

Desirable:

- Experience on a club committee, student body, youth council or similar group.
- Study or work in areas such as business, law, sport management, marketing, finance or communications.
- Connections with younger golfers, juniors or new participants.

We welcome applications from people of all backgrounds, and particularly encourage young women and girls in golf to apply.

Governance considerations

The Executive Trainee attends meetings at the invitation of the Executive and does not hold office under the constitution or the Incorporated Societies Act 2022.

- **Voting:** the trainee does not vote and is not counted towards quorum.
- **Confidentiality:** the trainee will sign a confidentiality agreement and treat all papers and discussions as confidential.
- **Conflicts of interest:** the trainee will declare any interests, such as club roles or representative selection, and follow the Executive's conflict of interest procedures.
- **In-committee items:** the President may ask the trainee to leave the meeting for sensitive matters, such as employment, disciplinary or commercially sensitive items.
- **Code of conduct:** the trainee is expected to follow Canterbury Golf's code of conduct and relevant policies.
- **Future election:** any formal Executive appointment follows the normal nomination and election process. Completing the traineeship does not guarantee a position.

Open question: whether the Executive wishes to note the role in its Terms of Reference or a short policy before the first appointment.

How to express interest

Send a short expression of interest to Blair Minton, General Manager, at [email address] by [closing date].

Please include:

1. Your name, age, contact details and golf club or connection to golf in Canterbury.
2. A short cover letter (no more than one page) explaining why you are interested and what perspective you would bring.

3. A brief CV or summary of relevant study, work, volunteer or leadership experience.
4. The name of one referee.

Selection process:

1. Applications are reviewed by the President, a nominated Executive member and the General Manager.
2. Shortlisted applicants are invited to an informal conversation.
3. The Executive confirms the appointment.
4. The successful applicant completes an induction before attending their first meeting.

For an informal chat about the role, contact Blair Minton at [phone / email].