



Terms of BCPN Internship Program - Term 3

1. Background

BRIDGE CLUB Professional Network (BCPN) is a sub-organization of BRIDGE Club International Organisation (BCIO) where all the alumni members of the Asian Pacific Children's Convention (APCC) come under and BCPN is dedicated as a platform to connect its professional and student members via opportunities to exchange ideas, expertise, and experience for the professional and personal growth of the members.

Since the establishment of BCPN in 2015, it has given an emphasis on programs such as mentorships and internships for its members. Previously, BCPN has had a few internships within the network in various forms and notes. BCPN Internship Program 2023 was launched officially during Term 2 and following its success, this is a continuation of the BCPN Internship Program more extensively and comprehensively.

2. General scope

BCPN Internship Program is aimed at young enthusiasts of APCC looking for an opportunity to further flourish their skills and expertise by contributing to a diverse network of professionals. It is a short-term internship with specific and well-defined roles and responsibilities under the direct supervision of the existing Executive Board of BCPN.

From Term 3, the BCPN Internship Program is redesigned and a batch of 3 interns will be selected:

Category	Quantity	Duration of the Internship
<i>BCPN Interns</i>	3	Minimum 6 months; extension up to 1 year if interested

The goal of this Internship is to make the engagement of BC members more meaningfully in BCPN with the following objectives expected to be achieved:

- To raise awareness among BRIDGE Club (BC) members about BCPN and its programs
- To expand the network and encourage participation in the BCPN, by providing a platform for effective contribution to BCPN by BC members
- To sustain capacity building among the Junior Ambassadors following APCC participation
- To promote inter-generational growth of the BCPN by training its potential future leaders

3. Roles and responsibilities

The following responsibilities are to be entailed by all the recruited Interns for both categories and are applicable throughout the internship duration:

- Collaborate with BCPN Executive Board and other supporting task forces from Tier 4 in any task that may arise with the responsibilities and cooperate with them to fulfil it
- Maintain the Code of Conduct of BCPN during the internship and uphold the values beyond the internship duration
- Consult and coordinate with the overseeing Executive Board members of BCPN as and when required
- Provide constructive feedback at the end of the internship and report back to the BCPN

The roles of the Interns are as follows respective to the category of internship chosen.

-BCPN Interns

- Assist in fulfilling the tasks with regards to the area of BCPN Development
- Assist in administrative and other miscellaneous supporting tasks of BCPN
- Participate actively in learning BCPN works and get equipped with capacity building
- Report the progress regularly to BCPN Senior Executive for Development
- Work under the designated sub-departments of BCPN with the guidance of the corresponding Executive Board member(s) as per the rotation schedule given

Month	Intern 1	Intern 2	Intern 3
1	Development	Projects	Communications
2	Leadership (Tier1)	Communications	Projects
3	Communications	Development	Leadership (Tier1)
4	Projects	Leadership (Tier1)	Development
5	<i>Interns will go to their chosen area/speciality of work during the last two months of the 6 months period. If further interest, the rotations can be repeated up to 1 year with flexibility.</i>		
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4. Eligibility and application

BCPN Intern Eligibility Criteria
<ul style="list-style-type: none">• Must be a former participant of APCC as a JA, PA, Chaperone or APCC Volunteer• Students and professionals of any age may apply• Must not have completed an internship in BCPN before• Able to comprehend and communicate in English Language and have basic computer literacy

The application is of 2 steps mainly. First, the Application Form will be via Google Form for all the interested candidates and after reviewing the applications, only shortlisted candidates will be contacted for an interview. A total number of 3 interns will be selected.

5. Institutional arrangements

The selected interns will be working at their destination remotely to meet the expected deliverables as defined in the roles and responsibilities. The tasks to be done will be communicated prior and scheduled in advance. All interns are held accountable to the BCPN Executive Board at all times and are expected to communicate effectively.

All roles will be performed via online medium (online office on Slack) and proper internet access is required to fulfil the roles and responsibilities. Meetings may be held virtually with the Executive Board Members as and when required.

This internship is an unpaid voluntary internship and upon successful completion, a certificate will be awarded by BCPN. The internship may be terminated at any point upon utter failure to adhere to the Code of Conduct of BCPN.