



## PEARL HAWAII FEDERAL CREDIT UNION ASSOCIATE DIRECTOR PROGRAM

**OBJECTIVE:** To provide a structure as adopted by the Board of Directors for ensuring that potential members of the Board of Directors receive adequate preparation to perform successfully and contribute significantly. These potential Board members shall be called Associate Directors (ADs).

1. Applicants must complete the AD position application for consideration as an AD.
2. Applications will be reviewed by the CU management and presented to Board for consideration if they meet the minimum requirements.
3. Applicants will be interviewed in person by the Chairman and/or members of the Board prior to making any final recommendation/decision.
4. ADs will be appointed by the Chairman, with the approval of the Board of Directors. ADs will serve for a term of one year. They will serve at the will of the Chairman and may be appointed to serve renewable one-year terms.
5. There will be not more than three Associate Director Positions authorized to serve on the Board.
6. Vacant AD positions will be filled as deemed necessary. ADs may be appointed from a pool of qualified applicants that were previously interviewed or from new qualified applicants.
7. ADs should complete the following Volunteer Achievement Program (VAP) courses V01 History and Philosophy; V02 Financial Reports, V03 Managing Risk, V100 Board of Directors: Duties and Responsibilities, before being eligible for attending the HCUL Annual meeting and Oahu Aloha Chapter meetings.
8. ADs who have completed VAPs listed above and V101 Board Policies, V406 Directors' Liability, V411 Board Reports, may attend one selected out-of-state credit union conference or educational function, if approved.
9. ADs missing three or more Board meetings during their term will be dismissed, unless the absences are approved by the Board.
10. ADs will be non-voting members of the Board. ADs will be encouraged to participate in board discussions, but will not vote on matters coming before the Board for action and may not attend Executive sessions of the Board.
11. Associate Directors failing to meet the minimum requirements noted in this program, or failing to safeguard the confidentiality of members' information as required, or failing to maintain the highest standards of ethical conduct will be released.

Associate Directors will be given an opportunity to see what the Director position entails before they make a full commitment to possibly becoming a regular Director and to show firsthand that they are qualified to perform in the expected capacity. To accomplish this, they may be provided with:

- An orientation program/briefing.
- Materials to review, study and understand regarding credit union operations.
- A copy of the "Credit Union Directors Handbook" with which they should become thoroughly familiar.

Associate Directors will be expected to:

- Attend and participate in Board meetings.
- Accept committee assignments and work on important projects.
- Keep the same confidentiality of individual member's records and other credit union information as regular Directors and Credit Union staff.
- Attend special meetings and training seminars or workshops as designated by the Chairman and provide feedback to the Board, as applicable.
- Complete the Volunteer Achievement Program (VAP) offered by CUNA and become certified at the basic level.