



President & CEO

Classification: Exempt
Reports to: Board of Directors
Approved: September 2021

JOB DESCRIPTION

I. PURPOSE

Plan, direct and control all credit union activities in accordance with credit union plans, policies, governance policies, directives, and activities as established by the board of directors. Provide strategic direction, vision, leadership, and management. Be responsible for ensuring financial safety, soundness, and stability and member satisfaction, commensurate with the best interest of the members, employees and credit union.

II. DUTIES AND RESPONSIBILITIES

1. Direct all credit union operations, which include planning and implementing programs, policies and procedures.
2. Individually and/or through subordinates, provide strategic and/or administrative direction and management in all credit union functions to include: Asset Liability Management, investments, lending, finance, accounting, business development, marketing, operations, retail services, risk management, security, compliance, facilities management, human resources management & development.
3. Develop, recommend, and implement financial policies and procedures.
4. Supervise a budget for the credit union that is consistent with the overall strategic plan, as approved by the board of directors.
5. Promote products and services, provide outstanding member service, and achieve the goals of the credit union.
6. Conduct business development activities to promote the growth and development of the credit union, build positive relationships with the field of membership and with appropriate trade associations and organizations.
7. Ensure that the credit union is in compliance with all federal and state laws, and regulatory requirements.
8. Present compensation philosophy to the Board. Plan and establish appropriate wage and salary structure in accordance with that philosophy.
9. Implement and oversee the employee benefit program, balancing internal demands and equity in the marketplace and costs.

10. Recruit and select quality applicants for management vacancies, ensuring that the credit union is adequately staffed with competent employees. Educate, train, and develop staff for appropriate promotions.
11. Evaluate the job performance of credit union management and staff to ensure quality service to members, operational efficiencies, and goals progress.
12. Conduct management meetings on a regular basis to ensure the dissemination of information, exchange of ideas, resolution of problems, discussion of trends, etc. Ensure that the information is communicated throughout the credit union.
13. Ensure adequate equipment, supplies and working space is available.
14. Manage security and safety for the credit union, with responsibility to analyze security and safety policies and procedures and alert staff of changes in a timely manner.
15. Conduct self in a professional manner, consistent with the credit union's image and mission statement; treating members, colleagues and subordinates with the utmost respect, courtesy and sensitivity.
16. Report to the Board, on a monthly basis, the condition of the credit union and any items requiring the Board's attention. Suggest educational opportunities for Board members to keep abreast with business trends, regulations, and compliance.

III. REQUIREMENTS AND QUALIFICATIONS

Minimum requirements for this position include:

- Bachelor's degree in Finance or Business Administration
- Five or more years managerial/supervisory experience in public or private financial institution management
- Knowledge of the principles and practices of financial institution administration
- Knowledge of sound practices in all aspects of financial management
- Ability to develop and implement strategic plans and programs and to track, monitor and assess accomplishments/progress
- Ability to manage and resolve risk and crisis situations
- Knowledge of current industry technology for member distribution, and credit union operations and marketing
- Ability to communicate effectively with Board of Directors, staff, and business partners
- Ability to present information and recommendations effectively in oral and written form
- Close attention to details

IV. COMMUNICATION AND RELATIONSHIPS

Must demonstrate leadership, promoting a positive environment and culture at KFCU, through clear communication and respectful relationships with staff, KFCU members,

and members of the community. This should be accomplished through visibility in KFCU branch offices, connection with credit union and community persons, and active involvement in community organizations and activities.

V. SALARY

The Chief Executive Officer is a full-time exempt position. The starting, mid-point and maximum annual salaries are based on data provided by the Hawai'i Employers Council and the Hawai'i Credit Union League, and its structure is approved by the Board of Directors.