



## JOB DESCRIPTION **PRESIDENT**

### **PRIMARY PURPOSE**

The President, responsible for developing and implementing strategies, policies and procedures for the entire operations of the Hawaii Credit Union League and HCU Services Corporation (hereafter referred to as "League"). These responsibilities fall into the areas of long-range strategic planning, the development of operational plans, employee training and management development, financial systems and controls, and member and public relations.

### **ESSENTIAL DUTIES**

1. Advocate on behalf of member credit unions for favorable legislation at the federal, state, and county levels of government.
2. Advocate on behalf of member credit unions for favorable regulations - including but not limited to those proposed and administered by NCUA, CFPB, and Hawaii State Division of Financial Institutions.
3. Testifying before committees and commissions on credit-union related issues.
4. Perpetuate the cooperative movement by establishing a reputation of leadership with fair and constructive policies and practices, quality and value in programs and services and contributions to the enhancement of the credit union movement throughout Hawaii and Guam
5. Develop, execute, and regularly report progress on the League's strategic plan.
6. Assist the boards of directors and all standing and special committees in formulating programs and services to be offered to and performed for member credit unions.
7. Supervise and assist the management in the planning and implementation of programs and activities whereby designated short- and long-range objectives and goals are achieved.
8. Supervise and assist management in determining program priorities and the most effective utilization of personnel and resources to accomplish designated program goals and objectives.
9. Perform public relations functions for, and as a part of, the League's programs as requested/required, including local and national speaking engagements, hosting of official visitors, meeting and "open house" attendance and participation, and any/all other activities which will directly or indirectly benefit the League and its members. Serve as a spokesperson to the press.
10. Responsible for the development and implementation of practical and effective educational and training programs and activities for League board members and staff, committees, chapter, and other appropriate personnel as requested/required to meet League goals and objectives.
11. Communicate at least monthly to member credit unions on matters of major concern to credit unions - including but not limited to significant legislative and regulatory issues.
12. Responsible for the review and submittal of the overall League budget to the Boards of Directors.

13. Responsible for preparing accurate progress reports on all League programs and activities to the boards of directors.
14. Keep abreast of credit union laws, regulations, accounting principles, and trends in financial institution products and services.
15. Ensure that the League and member credit union boards of directors and committees are fully informed of League programs and services through effective utilization of reports, notices, newsletters, and annual reports.
16. Represent the League at meetings, conferences, and events of member credit unions, chapters, CUNA, ACCUL, and other system partners, as applicable.
17. Responsible for the League's Investment portfolio and lease agreements.
18. Provide fund-raising support for League programs, projects, and activities as appropriate/required.
19. Develop proposals for the reorganization and restructuring of the Hawaii Credit Union League and HCU Services Corporation as required/applicable, and submit same to the boards of directors.
20. Work closely with League boards of directors on establishing policies to guide League management's implementation of programs and establishing procedures to carry out policy.
21. Actively participate as a volunteer in industry, civic, and community activities.
22. Performs other duties as assigned.

## QUALIFICATIONS REQUIREMENTS

Skills/Knowledge: Requires analytical, decision making, negotiating, promotional, and people relations skills. Must be proficient in public speaking engagements on various topics, e.g., speaking to groups about credit unions, discussing vendor products and services at credit union organization meetings, etc. Must be knowledgeable about marketing, staff supervision, budgeting, and management principles. Should be knowledgeable about financial institution products and services.

Education/Training: Bachelor of Business Administration, Economics, or equivalent degree. Must be a high school graduate.

Experience: A minimum of five years experience in management, personnel, accounting, or public relations (preferably in a credit union or related financial service organization)

## ADDITIONAL INFORMATION

Reports to: Chairman of the League Board of Directors

Directly supervises: Members of management (currently Engagement Manager and Business Services Manager)

Working conditions: Air-conditioned office

Work hours: 8:00 am - 4:30 pm, Monday-Friday and occasionally evening and weekends

Mental demands: Requires continuous alertness and attention to details, concentration, awareness of multiple work assignments, accuracy under tight schedules, frequent mathematical computation.

Physical demands: Requires periodic sitting, standing, walking, and reading; traveling; and communicating verbally and in writing.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

### FOR DETAILED INFORMATION

Please visit <https://www.inkinen.com/hcul-president-2021/> or email Inkinen Executive Search at [executives@inkinen.com](mailto:executives@inkinen.com)