HAWAII CENTRAL
FEDERAL CREDIT UNION

BOARD OF DIRECTORS

APPLICATION FOR NOMINATION (BY COMMITTEE OR PETITION)

Revised 11/2026
Subject to change based on approved Hawaii Central FCU Bylaws.
Please check website for updates prior to submitting application

hawaiicentral.org

HAWAII CENTRAL
FEDERAL CREDIT UNION

November 1, 2026

Dear Applicant,

Thank you for your interest in applying for the volunteer position on the Board of Directors for Hawaii Central Federal Credit Union. The attached Application for Nomination packet includes the following forms for your review, completion and signature. Please return the completed packet by December 11th, 2026.

- Duties and Responsibilities of the Board of Directors (view)
- Ethics and Conduct Statement (sign & date)
- Terms of Agreement for Board of Directors (sign & date)
- Eligibility Requirements (view)
- Application Process (view)
- Application for Nomination (complete, sign, date)

Once we have received your completed documents and they are reviewed to see that you meet the minimum requirements, they will be forwarded to the Nominating Committee for further evaluation. If approved by the Nominating Committee, your name will be placed on the Board of Directors Election ballot. The results of the Board of Directors Election will be announced at:

Hawaii Central FCU Annual Meeting

Date: April 17, 2027

Pearl at Kalauao

Sincerely,

Sha'Dasia Helton
Executive Assistant

HAWAII CENTRAL
FEDERAL CREDIT UNION

DUTIES AND RESPONSIBILITIES OF THE

BOARD OF DIRECTORS

The Board of Directors is accountable for overseeing and guiding the operations of the Credit Union. To fulfill this duty, it establishes policies, approves initiatives, appoints qualified management, and monitors how management administers the Credit Union's activities.

Each Board member is expected to:

- Attend Board meetings, typically held on the fourth Tuesday of each month from 4:00 PM to around 6:00 PM.
- Attend quarterly Asset Liability Management (ALM) meetings if designated as the Board's representative by the Board Treasurer.
- Participate in the annual Strategic Planning session.
- Chair one or more of the following Standing Committees:
    - Nominations and Elections Committee (appointed by the chair)
    - Strategic Asset Liability Management (ALM)
    - Human Resources Committee
- Take part in Credit Union education programs.
- Complete the NCUA financial literacy requirement within six months of being elected or appointed.

PRIMARY FUNCTION

The primary responsibility is to establish policies, chart the strategic direction of the Credit Union, ensure its financial stability, maintain open communication to educate members about services, evaluate the President's performance in achieving goals and objectives, and provide reports to the membership at the annual meeting.

GENERAL DUTIES

- The Board of Directors is responsible for overseeing and guiding the overall direction of the Credit Union. While the Board may delegate operational tasks to management, the ultimate responsibility for the Credit Union's direction remains with the Board.
- Each director must perform their duties in good faith, with the belief that their actions are in the best interests of the membership, and with due care, including reasonable inquiry,

DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

as would be expected from an ordinarily prudent person in a similar position under comparable circumstances.

- Directors are expected to manage the Credit Union's affairs fairly, impartially, and without bias toward any member.
- Directors must have at least a basic understanding of finance and accounting principles, including the ability to read and interpret the Credit Union's balance sheet and income statement, and to ask relevant, substantive questions of management and auditors when necessary.
- Directors must guide the operations of Hawaii Central Federal Credit Union in compliance with the Federal Credit Union Act, NCUA's Rules and Regulations, other applicable laws, and sound business practices.
- Directors may rely on information provided by employees or consultants who are deemed reliable, competent, and trustworthy in their respective areas of responsibility.

SPECIFIC RESPONSIBILITIES

- Collaborate with the President and the Board to set goals and objectives for the Credit Union.
- Ensure compliance with applicable laws, regulations, and sound business practices.
- Safeguard the Credit Union's financial health and protect its assets from unauthorized or unlawful activities. Review insurance coverage annually, designate depositories, approve borrowing and investments, and provide for bonding, security measures, and internal controls.
- Approve rates on share accounts and share certificates.
- Review and approve the Credit Union's annual budget.
- Establish and approve policies to guide management in decision-making.
- Evaluate and authorize new products and services.
- Oversee the hiring and continued employment of the President, clearly define the role, and regularly assess progress toward goals and objectives.
- Protect the confidentiality of Credit Union business and member information.
- Regularly review and update Credit Union policies, bylaws, the security program, and succession plan.
- Attend and actively participate in all Board meetings, special meetings, and planning sessions.
- Serve on committees as assigned by the Board.

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DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

- Recruit and develop future directors to ensure the Board remains strong, qualified, and effective.

CONTINUING EDUCATION

- Newly elected Board members must gain the required skills within six months of their election or appointment. At minimum, they must develop a working knowledge of basic finance and accounting, including the ability to read and understand the Credit Union's balance sheet and income statement.
- New Board members are required to attend training programs created or approved by the Credit Union's Board of Directors.
- Newly elected directors must serve at least one year as a volunteer and meet all continuing education requirements before becoming eligible to attend a national-level educational program at the Credit Union's expense. During the first year, they may attend meetings held in Hawaii.
- Current Board members are encouraged to attend at least one educational program annually at the local, state, regional, or (after the first year of service) national level.
- All Board members are expected to review manuals and publications relevant to their responsibilities and take advantage of local educational opportunities to strengthen their performance.

HAWAII CENTRAL
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ETHICS AND CONDUCT STATEMENT

This Credit Union will carry out its operations and relationships in line with its purpose and remain committed to serving its members. We are dedicated to high standards of responsibility and conduct, and we follow these guidelines:

RESPONSIBILITIES TO MEMBERS

- Provide the highest level of personal financial services in a courteous and professional manner, treating everyone fairly regardless of race, creed, national origin, sex, religion, or social or economic status.
- Encourage thrift and savings to help members build financial security.
- Offer loan services at fair and reasonable rates, while promoting the wise use of credit.
- Safeguard member funds and Credit Union assets, and maintain strong management practices built on efficiency, integrity, and fiscal responsibility.
- Report any fraudulent or dishonest actions immediately according to the applicable policy.
- Follow democratic and cooperative principles and encourage members to take part in the Credit Union's democratic process.
- Provide members with timely, accurate, clear, and complete information about the Credit Union's financial condition, operations, services, and their own accounts.
- Protect the privacy and confidentiality of member financial records and transactions, complying with NCUA Rules and Regulations Part 716 when collecting or sharing nonpublic personal information.
- Follow both the letter and spirit of state and federal consumer protection laws and regulations, giving members clear and accurate information about their rights.
- Support members in managing their financial well-being by offering counseling, education, materials, and programs.

RESPONSIBILITIES TO THE CREDIT UNION MOVEMENT

- Always promote and protect the best interests and reputation of the Credit Union movement, while avoiding influences or practices that may harm it.
- Work with and support other credit union organizations to strengthen the movement and improve service to members.

RESPONSIBILITIES TO SOCIETY

- Take part in community activities as a responsible organization within the communities we serve.

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ETHICS AND CONDUCT STATEMENT

- Support programs that benefit society and the communities served by the Credit Union, and work to find solutions to social challenges whenever possible.
- Make Credit Union membership available to as many people as possible.

STANDARDS OF LEADERSHIP FOR OFFICIALS AND STAFF

- Always demonstrate the highest standards of personal conduct, acting honestly and with integrity, and placing the interests of the Credit Union and its members above personal interests.
- Follow all laws, bylaws, rules, policies, and regulations that apply to Credit Union operations.
- Avoid using any Credit Union role for personal or financial gain or special treatment and avoid conflicts of interest or situations that could appear to be conflicts of interest. If a personal interest exists, the individual must remove themselves from the matter, including discussion and voting.
- Act in good faith and fulfill responsibilities with care, competence, and diligence, without misrepresenting facts or compromising independent judgment.
- Conduct Credit Union business, and treat colleagues and employees, with integrity, fairness, respect, and confidentiality. Always behave in a way that reflects positively on the Credit Union, and refrain from using profane, offensive, or disrespectful language in any Credit Union-related setting.
- Report any fraudulent or dishonest act immediately. Failure to report or participating in such actions may result in immediate suspension and other actions as decided by the Board of Directors.
- Ensure that the Credit Union has plans in place to continue operating during emergencies.

I have received and read the Ethics and Conduct Statement.

_____ _____

Nominee Signature **Date**

HAWAII CENTRAL
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TERMS OF AGREEMENT FOR BOARD OF DIRECTORS

I, the undersigned, understand and agree that in order to serve on the Board of Directors of Hawaii Central Federal Credit Union, I will:

1. Attend all regular and special meetings of the Board, unless prevented by circumstances beyond my control.
2. Prepare in advance for all Board meetings by reviewing and studying materials provided.
3. Attend the Credit Union's annual planning sessions.
4. Continue to increase my knowledge of the Credit Union and its services, as well as my responsibilities as a Board member.
5. Treat all business of the Credit Union and its members as strictly confidential.
6. Immediately disclose any actual or potential conflict of interest, including personal or business interests, obligations to another person or organization, or involvement in any matter that conflicts with Governance Policy. I will refrain from participating in discussions or voting on issues related to such conflicts.
7. Comply with the Credit Union's Fraud and BSA Policy by reporting immediately to the President and the Board Chair any knowledge of fraudulent or dishonest actions by any employee, director, or volunteer.
8. To the best of my ability, fulfill the duties and responsibilities of a director by participating in policy development and decision-making, giving full attention to issues facing the Credit Union, and voting on matters before the Board.
9. Agree to undergo a credit check conducted by the Credit Union.

_____ _____

Nominee Signature **Date**

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ELIGIBILITY REQUIREMENTS

The purpose of this policy is to outline the qualifications, responsibilities, and expectations for members of the Hawaii Central Federal Credit Union (HCFCU) Board of Directors.

Volunteer Expectations

Directors and other volunteers are expected to:

- Attend required educational programs as needed.
- Stay informed about HCFCU's operations, services, and governing laws and regulations.
- Represent HCFCU positively in the community.
- Attend all scheduled Board, committee, special, and annual meetings, as well as the annual planning session.
- Participate in committees when needed.
- Maintain confidentiality and adhere to HCFCU's Code of Conduct and Business Ethics.

Volunteer Qualifications

To be eligible to serve, a volunteer must:

- Be an HCFCU member in good standing for at least two (2) years.
- Be at least 18 years of age.
- Be a U.S. citizen or lawful permanent resident residing in the United States.
- Not be an employee of HCFCU, its affiliates, or subsidiaries.
- Not have been employed by HCFCU (or its affiliates/subsidiaries) within the past 36 months.
- Not be an employee or volunteer of a competing financial institution, unless approved by two-thirds of the current Board.
- Not be an employee, employer, supervisor, subordinate, or relative (by blood or marriage) of any current HCFCU employee, director, or committee member.
- Be eligible for bond coverage.
- Have no felony convictions or criminal offenses involving dishonesty or breach of trust.
- Maintain "good standing" as a member (no losses caused to HCFCU, no delinquent loans, no overdrawn accounts, no exceeded credit limits, no tax levies, no false information provided, and no misconduct toward HCFCU staff or property).
- Be able to accept constructive criticism and make fair, sometimes difficult decisions.
- Have some experience in finance, leadership, or governance.
- Be free of any real or perceived conflicts of interest.

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APPLICATION PROCESS

Each year, eligible members of the Credit Union may apply to run for one of the elected Board of Directors' seats. Candidates who receive the highest number of qualified votes will serve a three-year term.

Two ways to be placed on the election ballot:

Option 1: Nomination by Committee

- Submit a completed **Application for Nomination** (incomplete applications may be rejected).
- Receive approval from the Nominations Committee.
- All required documents must be received by close of business or postmarked no later than **December 11, 2026**. Candidates will be notified of their status by **January 22, 2027**.

Option 2: Nomination by Petition

- Submit a completed **Application for Nomination** (incomplete applications may be rejected).
- Submit a **Membership Petition** signed by at least **162 qualified members** (individual, primary members who maintain a minimum of **$25** in a savings account and have no delinquent loans).
- All required documents must be received by the close of business or postmarked no later than **February 12, 2027**. Candidates will be notified of their status by **March 12, 2027**.

Please email **shadasia@hawaiicentral.org** to confirm receipt of your application.

Documents may be mailed or delivered in person to any branch during regular business hours at the following address:

Hawaii Central FCU
Attn: Nominating Committee
c/o Sha'Dasia Helton, Executive Assistant
681 South King Street
Honolulu, HI 96813

HAWAII CENTRAL
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Board of Directors
Application For Nomination

Name (Last, First, Middle Initial) *Please Print*

_____

Member Account Number _____

Physical Address _____

Cell Phone _____

Employer / Department _____

Email Address _____

Position / Title _____

Do you have a relative(s) who works for the credit union? Yes ☐ No ☐

If yes, please list: (name, relationship)

Have you ever been convicted of a felony? Yes ☐ No ☐

If yes, please explain:

List any credit union committees (include dates) you have served on, HCFCU or other:

List any other experience (include dates) related to the financial / banking industry:

If elected, what would be your primary focus for the year as a Member of the Board?

_____

_____

_____

Nominee Acknowledgment & Commitment:

By Signing Below, I (the nominee) acknowledge and commit to the following:

1. I read and understood the Duties and Responsibilities of the Board of Directors, Eligibility Requirements and Application Process.
2. I understand that a board of directorship at Hawaii Central FCU is a non-paying, volunteer position.
3. I pledge that if elected, I will carry out the responsibility of a director to the best of my abilities and work for the betterment of Hawaii Central FCU.
4. I promise that, to the best of my knowledge, all the information provided in this application is true and accurate.
5. I acknowledge that I must become financially literate within 180 days of being elected and will take action to do so.

Nominee Signature: Date

_____ _____

Nominee Name:

_____

On behalf of the Nominating Committee, I hereby:

☐ Accept the Candidate's Nomination

☐ Reject the Candidate's Nomination (for the attached reason)

Nominating Committee Chair / Representative Date

_____ _____

Nominating Committee Name (print)

_____

HAWAII CENTRAL
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MEMBERSHIP PETITION

Board of Director Elections

This portion must be completed if applying by petition.

Nominee Petition Certification:

To the best of my knowledge, I (the nominee) believe the information provided in this Membership Petition is true and accurate. There are enough valid member signatures to meet the required 162 signatures required for nomination by petition. Please accept this petition and my application for the coming year's election.

_____ _____

Nominee Signature **Date**

_____

Nominee Name (Print)

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As a member of Hawaii Central Federal Credit Union, I sign this petition nominating the person listed on the previous page to serve as one of the Board of Directors of the Credit Union. Please place his / her name on the ballot for the upcoming election year. You have my permission to verify my signature and membership status.

NAME	SIGNATURE	ADDRESS	PHONE