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| Logo  Description automatically generated | HUI O HAWAI’I OF SAN DIEGOBOARD MEMBER AND DIRECTOR REGISTRATION FORM |

#### **Overview:**

The Hui O Hawai’i of San Diego governs the overall execution of the organization’s mission. Principally, the board manages organizational finances and sets long term priorities for programs, including the development of cultural workshops, socials, luaus, scholarship programs, and the annual Lōkahi Festival. Overall, the members of the board contribute to the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year events and programs to promote the Hui O Hawai’i of San Diego's mission.

Board member positions are a two-year term. Responsibilities include attendance to regular board meetings (average 12 per year), as well as teleconference meetings and active electronic conversations as part of board committees. It is common for the Board to hold additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization’s status as a 501(c)(7) nonprofit organization. The attendance policy allows for removal if three consecutive meetings are missed without notice.

***Declaration of Candidacy:***

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

***Resources available to prospective members:***

* Organizational documents: bylaws, FY budget, operating principles, and others upon request
* Organization pamphlet & calendar of events
* Email info@hohsd.org or call a member of the board of directors with questions or if you would like the contact information for the current elections committee co-chairs.

***To apply:***

* Submit the one-page board application by email to info@hohsd.org during the candidate registration period, October 1, 2025, through October 30, 2025. PLEASE WRITE “NEW BOARD MEMBER APPLICATION” in the subject line.
* Copies of the one-page application will be distributed to election committee and will aid in understanding how you would like to contribute to the organization’s work.

***Time and Financial Considerations:***

Meetings:

* Board Meetings- every 2nd Wednesday of each month; subject to change upon approval by the board.
* Committee work-varies based on service committee.
* Quarterly general meetings and member socials – four times per year.
* Annual spring picnic- early summer.
* Annual luau- board participation needed and highly encouraged.
* Annual Lōkahi Festival- board participation needed and highly encouraged.

Donations: As with any board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional. Board members should maintain an active membership status during their term.

Executive Officers Composition: The executive officers of this corporation shall be: a President, a Vice President, a Secretary, a Treasurer, a Chaplain and three (3) Directors. These officers shall be known as the Executive Board, hereafter referred to as the Board.

Positions List:

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| --- | --- |
| 1. President
2. Vice-President
3. Chaplain
 | 1. Director of Culture
2. Director of Youth Enrichment
3. Director of Programs/Fundraising
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***Application for Hui O Hawai’i of San Diego Board and Director Candidacy***

|  |  |
| --- | --- |
| Name |  |
| School or company |  |
| Current occupation |  |
| Date of birth |  |
| ***Address*** |  |
| *Telephone* |  |
| *Cell phone* |  |
| *E-mail* |  |
| Current member | (Yes/No) | Yrs of Membership |  |
| Applying for the board of director position:  |  |

**We want to understand your views on current operations and how your potential contributions might fit with the organization’s vision. Please answer the following questions. Limit your response to this page/the space provided. Address and contact information will not be distributed.**

Please ***briefly*** describe your academic and professional background, and other relevant experience...

1. Why do you seek a position on this board?
2. Please briefly outline the specific skills you bring, or contributions you hope to make, to this board.
3. Are you currently serving on a board of directors for another organization? If so, please list organization name and your position/role.
4. What is your preferred method of contact/communication? Email Phone Call Text Message

**ONLY THIS SINGLE PAGE WILL BE DISTRIBUTED TO COMMITTEE MEMBERS.**