

Councils Expectations

Purpose

The purpose of HCUA Councils is to bring together and encourage the sharing of ideas between HCUA member credit unions in the following categories of interest: Compliance, HR, Innovation, CUNext (Young Professionals), Lending, and Marketing

Membership

Council members must be paid staff or volunteer with an HCUA affiliated credit union or a CUSO whose parent credit union is an HCUA member. Council membership is free.

Staff Liaison

An HCUA staff liaison(s) will be appointed to support the efforts of the council leadership.

Council Leadership

Each Council will have two to four members elected by members of their council to serve as leaders. At least one council leader will be from each Kansas and Missouri. Only one employee from any given credit union may serve on the same Council's leadership committee.

Terms

Leadership terms are for one year with the opportunity to renew for two terms.

Elections

A Call for Nominations will be sent each year by October 23 with a submission deadline of November 8. If elections are required, a ballot will be sent to all council members by November 13 with ballots due by November 28. Results will be announced by December 5 or the following Monday. The responsibility for conducting nominations and elections falls to HCUA Liaisons.

In the event a vacancy exists on the leadership committee, the Council Liaison(s) may appoint an individual to serve the remainder of the term.

Responsibilities of Leader and Liaison

Each Council is led by Leadership Committee members whose duties include planning and content creation for Council events, Council leadership development, communication to members, HCUA/NCUL boards and/or liaisons, act as a facilitator at meetings, make introductions at training sessions and promote membership.

Councils should be credit union member-driven, especially by Council Leadership. HCUA Liaisons facilitate interactions among council members. For greatest success, Councils need to be driven by the Leadership.

Examples

Leader suggests dates for an engagement/event.	Liaison checks HCUA schedule to confirm it's a "good" date.
Leader decides on discussion topics/agenda.	Liaison reviews, provides advice and adds agenda to the HCUA Council page.
Leader sends out invitation email to attend.	Liaison sets up registration.
Leader leads the discussion/follows agenda	Liaison takes notes and distributes afterwards
Leader suggests topics and speakers for non-council trainings and events.	HCUA conducts and plans all non-council trainings and events.

Engagement Activities

There are multiple ways for Councils to interact and engage throughout the year. As an achievable, benchmark standard, each Council should yearly:

- Conduct quarterly conference calls OR hold two in-person meet ups
- Utilize the listserv for questions and answers four times quarterly.

Councils are encouraged to exceed these standards. Failure to achieve these engagement activities may result in dissolution of the Council, or expansion of Council's scope and/or audience.