

## PHCA Board of Directors: Key Expectations & Realities of Service

Serving on the PHCA Board is a volunteer role with significant fiduciary responsibility. Board members act in the best interest of all members (full-time residents, second-home owners, vacation rental operators, timeshare/hotel reps) while upholding our governing documents, HRS 421J & 414D, and community standards.

### Time Commitment

- **Monthly Board meetings:** Typically 1 per month (4th Thursday, ~4:00pm HST, 1.5–4 hours each, via Zoom or in-person at Princeville Community Center Aloha Room). Active participation includes leading discussions, voting, and addressing member input when present.
- **Committee meetings & involvement:** Participate in and potentially lead one or more standing committees (e.g. Community Design Committee/CDC, Infrastructure Committee, Parks & Recreation Committee). Committee meetings often occur monthly or as-needed (2–6 hours per month per committee, including prep, reviews, and recommendations to the Board). Leading a committee adds extra time for coordination, agenda-setting, facilitating discussions, and follow-up.
- **Community & Association meetings:** Additional time for the Annual Meeting (October, ~2–3 hours including member social and Q&A), agenda working sessions (e.g. mid-month Zoom at 1:00pm), special meetings, owner forums, or public input sessions. These may add 2–8 hours per month during busy periods (e.g. elections, budget season, or community issues). Participation includes leading portions when appropriate, answering questions, and building community trust.
- **Preparation & follow-up:** 4–12 hours/month reviewing agendas, financials, reports, owner communications, emails, committee materials, and preparing for meetings.
- **Total average: 10–25+ hours per month** (higher during peak times like budget approval, elections, capital projects, committee leadership, or major community meetings; lower in quieter months).
- **Term length:** 3 years (staggered; elections annual in October) for a 5 person board (2-2-1)
- **Availability:** Flexibility for occasional special/emergency meetings, calls, or urgent owner issues; consistent attendance and responsiveness expected (missing multiple board, committee, or community meetings may impact effectiveness and Board function).

### Core Responsibilities

- Attend and actively participate in monthly Board meetings (open to members).
- Review and vote on policies, annual budgets, major expenditures, and reserve planning.

- Oversee the General Manager/staff and ensure compliance with PHCA's Declaration, Bylaws, and rules as well as applicable Hawaii Revised Statutes.
- Enforce community standards fairly and address owner concerns/complaints.
- Represent diverse member interests (e.g. balancing tourism impacts, open space preservation, coastal sustainability).
- Act with fiduciary duty: loyalty, care, good faith, and in PHCA's best interest (avoid conflicts; disclose if any).
- Stay informed on key documents (Declaration, Bylaws, HRS 421J & 414D) and community issues (e.g. infrastructure, environmental stewardship, cultural values like aloha 'āina).

### **Committee & Community Involvement**

- Actively participate in (and potentially lead/chair) one or more PHCA standing committees (e.g. Events, Community Design Committee/CDC for design reviews, Infrastructure Committee for roads/drainage, Parks & Recreation Committee for common areas).
- Committee work supports Board decisions, involves reviewing applications/projects, attending meetings, leading discussions when chairing, and providing recommendations - often 2–8+ hours/month per committee with leadership roles requiring more.
- Engage in broader community and association meetings/events (e.g. Annual Meeting, agenda working sessions, special forums, or owner input sessions) to listen to members, lead portions as needed, build trust, and foster harmony.

### **Other Expectations**

- Communicate respectfully and transparently with members and fellow directors.
- Commit to confidentiality on sensitive matters (e.g. executive sessions).
- Be willing to learn (no prior expertise required, but enthusiasm, reliability, and willingness to invest time are essential).
- No compensation (unpaid volunteer role; occasional reimbursements for approved expenses possible).

This role is rewarding for those passionate about Princeville's future—protecting investments, fostering harmony, and ensuring long-term sustainability—but it requires meaningful time, patience, collaboration, and leadership in board, committee, and community meetings. Many find it fulfilling to contribute directly to our community.

If this aligns with your availability and interests, we'd love to discuss further! Questions?