



## STANDING COMMITTEES | PERMITTED INTERACTION GROUPS (PIG) DESCRIPTIONS

### BRANDING STANDING COMMITTEE

Revised: 2/29/24

There is established a *Branding Standing Committee* that shall be responsible for the review, evaluation, and recommendation of the Authority's branding, marketing, and messaging initiatives, programs, and/or activities which support the Authority's vision, mission, goals and objectives including meetings, conventions, and incentive business.

### ADMINISTRATIVE & AUDIT STANDING COMMITTEE (Proposed)

There is established an *Administrative & Audit Standing Committee* for the purpose of reviewing existing HTA operating policies, make findings and recommendations to modify, create, amend and/or replace existing policies relating to the administration of the Authority; and establishing criteria and making recommendations related to the evaluation of the President & Chief Executive Officer. The committee shall also be responsible for the establishment and the proper execution of internal audit controls by (i) consulting with the Authority's external auditors to determine whether the internal controls have been properly executed; (ii) ensuring that financial statements are timely prepared and accurate, and that the statements will properly report financial information necessary for the fiscal operation of the Authority; and, (iii) establish and enforce a code of conduct to ensure the financial integrity of the Authority's management of public funds. ~~The committee shall also be responsible for matters relating to legislative and governmental affairs.~~

### BUDGET, FINANCE, AND CONVENTION CENTER STANDING COMMITTEE

There is established a *Budget, Finance, and Convention Center Standing Committee* for the purpose of reviewing the Authority's financial reports, investments, annual budget, and other budget and finance related matters, including the Convention Center. The committee shall, in conjunction with the Authority's staff, be responsible for the development and monitoring of the Authority's annual budget. The committee shall review the Authority's financial reports, inclusive of the Convention Center, and other budget and finance-related matters, and make recommendations to the Board. The committee shall also be responsible for the long-term strategic planning for the Hawaii Convention Center, including capital improvement plans, facility modernization efforts, and facility management.

## **HO'OKAHUA HAWAII STANDING COMMITTEE**

There is established a *Ho'okahua Hawai'i Standing Committee* for the purpose of developing, reviewing, evaluating, monitoring, reporting, and providing recommendations on issues relating to natural resources, Hawaiian culture, and community.

## **EXECUTIVE STANDING COMMITTEE (Proposed)**

There is established an *Executive Standing Committee* for the purpose of guiding tourism policies and the Authority's strategic direction. The committee shall be responsible for the review, evaluation, and recommendation of the Authority's strategic planning, workforce, tourism education, training, and career counseling programs. The committee shall also be responsible for matters relating to legislative and governmental affairs.

## **CEO SEARCH PERMITTED INTERACTION GROUP (PIG)**

The purpose of this *CEO Search Permitted Interaction Group (PIG)* is to assist in the selection process for the position of President and CEO of the Hawai'i Tourism Authority.

## **2025 GOVERNANCE STUDY PERMITTED INTERACTION GROUP (PIG) (Proposed)**

The purpose of this investigative committee is to address the issues outlined in the Governance Study deliverable reports and final report recommendations.