



CORA Board Positions / Descriptions

President The CORA president acts as outside liaison with other National and International Sport Governing Bodies in outrigger and paddling as well as developing liaisons between CORA and other international outrigger governing bodies (such as Hawai'ian Canoe Racing Association, Tahiti Va'a, ECORA, PNWORCA, etc.). The President also ensures that the CORA mandate is followed.

Vice President The CORA vice president acts as internal liaison with CORA clubs as well as overseeing internal CORA committee and task force function in efficient and economical manners

Directors The CORA directors are the club representatives who sit on the board as voting members.

Secretary The CORA secretary keeps, posts makes available all minutes of CORA discussions from the AGM, teleconference meetings and email discussions. The secretary sets up all necessary meeting and travel logistics for CORA business (agendas, teleconference details, room bookings for AGM, coach the coaches, etc.)

Sprint / International Va'a Federation (IVF) Representative The IVF representative for Canada is responsible for liaison between CORA, the CORA Sprint Council and the IVF, as well as developing liaisons between CORA and other international outrigger governing bodies (such as Hawai'ian Canoe Racing Association, Tahiti Va'a, etc.). The main requirements of this position are to attend the yearly IVF board meeting and to provide the link between Sprint racing and the main body of CORA.



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The following positions can be delegated to the CORA board but can also be filled by volunteers. If held by volunteers, the positions are non-voting.

Education The Education officer is responsible for reviewing and drafting CORA policies on a number of topics. These include, but are not limited to safety, coaching education, paddling clinics and other miscellaneous CORA information resources

Treasurer The CORA treasurer is responsible for maintain the CORA bank accounts and the financial business of the club. The treasurer is responsible for drafting the annual CORA budget and seeing that is followed. The treasurer is also responsible for see that CORA remains a legally recognizable entity to all stakeholders and member associations (i.e. IVF, CCRA, BC societies, etc.). CORA record books are kept at a law firm's address deemed "Head Office". The firm will file yearly with Industry Canada and ensure the record books are up to date with yearly AGM minutes.

Communications The communications officer is responsible for ensuring constant updates to the CORA website as well as facilitating the communication of information between CORA clubs and the CORA board. Keeping up to date on domestic and international outrigger business (i.e. outrigger list serve, information sites for other clubs, etc.) and passing on any relevant information to the appropriate CORA officers. Knowledge of current internet technology applications and their applicability to CORA is desirable.

Membership The CORA membership officer is responsible for liaison with club reps, regarding all membership issues. This includes updating, providing, and supervising membership form submission and subsequent cataloguing in the CORA membership database. While maintaining awareness of privacy issues, this information is circulated to CORA race directors prior to races in a timely manner. Additional duties include liaison with the CORA treasurer on membership bookkeeping issues. The CORA membership officer needs basic Computer database management (online database experience) as well as effective and efficient communication skills.

Past President This board position serves as liaison between the outgoing board and the incoming board. The past president also serves to maintain continuity in any CORA initiatives. This position is non-voting.

Last Updated November 21, 2007

CORA Director Position Descriptions

MEMBERSHIP DIRECTOR

Responsibilities

- Maintain currency of CORA Individual and Club Membership forms
- Maintain currency of online CORA Membership database
- Enter in all new members in database
- Ensure that all race officials have list of active members 2-3 days prior to race date
- Field and answer all membership related inquiries
- Liase with club reps, regarding membership issues and form inconsistencies
- Prepare Insurance Certificates as required for international races
- Run database queries as required
- Email the CORA Treasurer to advise of deposits of membership fees
- Maintain file of all membership forms

COMMUNICATION DIRECTOR

Responsibilities

- Regularly check and post email inquiries sent to information@canadianoutrigger.com
- Post feature races at least one week in advance as well as updating main page with news or features
- Check yearly that clubs and club representative's email are current and up to date for email communications
- Post monthly meeting in .pdf to Cora resource page

Skills

- Computer with online access
- Basic Computer Skills
- Some knowledge of html code would be helpful
- Effective communications skills

SECRETARY

Responsibilities

- Send out monthly meeting agenda with teleconference info to all directors
- Attend teleconference meeting to take minutes and assure action items are recorded.
- Send directors minutes for approval in .pdf format for online posting
- Other Cora business such as AGM agenda, and other AGM correspondence

Skills

- Computer with online access
- Basic Computer Skills
- Word processing knowledge

- Computer with online database programs
- Basic Computer Skills
- Knowledge of databases
- Ability to maintain extensive records
- Effective communication skills
- Paid member of CORA