

**Somerville Youth Soccer League (SYSL)
CORI Coordinator**

SYSL Board of Directors Description	
Authority and Responsibility	The Board of Directors is the legal authority for the SYSL. As a member of the Board, a Director acts in a position of trust for the entire soccer community and is responsible for the effective governance of the organization.
Requirements	Requirements of Board membership include: <ol style="list-style-type: none"> 1. Commitment to the work of the organization. 2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy. 3. Willingness to serve on committees. 4. Attendance at monthly Board meetings. 5. Attendance at meetings of assigned committees. 6. Attendance at Annual General Meeting. 7. Support of special events. 8. Support of and participation in fundraising or marketing events.
General Duties	The CORI Coordinator is considered a Director of the Board. A Director is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy. The Director must: <ol style="list-style-type: none"> 1. Perform any all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by the By-Laws. 2. Appoint and remove, employ and discharge, and except as otherwise provided by the By-Laws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation. 3. Supervise all directors, agents, and employees of the corporation to assure that their duties are performed properly. 4. Meet at such times and places as required by the By-Laws. 5. Register his/her contact information with the SYSL Secretary; notices of meetings by phone, email, or other electronic means to him/her via their contact information shall be valid notices thereof.
SYSL Director Description	
Term	The CORI Coordinator is elected by the membership at the Annual General Meeting, serves for a 1-year term and may be released at the end of the elected term, by resigning or according to the SYSL By-Laws.
Specific Duties	<ol style="list-style-type: none"> 1. Identify new coaches/volunteers with the help of SYSL Program Directors and Registrar. 2. Communicate CORI requirements and CORI process to new coaches/volunteers. 3. Schedule and conduct a 'CORI Check' event for all new coaches/volunteers; check IDs, assist volunteers/coaches with KORRIO online system, and collect photocopies/scans of IDs. 4. Monitor CORI reports. 5. Submit to Middlesex Youth Soccer League (MYSL) an Excel file (generated from Korrio) that lists all coaches and volunteers who pass the background check. 6. Report CORI check successes, challenges, and progress to the Board of Directors.
Committees	
Commitment	5 hours per month