



Collaborative Opportunities for Raising Empowerment, Inc.  
P.O. Box 208  
New York, NY 10163  
[www.core-nyc.org](http://www.core-nyc.org)

## ELECTION GUIDELINES FOR 2010 LEADERSHIP POSITIONS

---

### POSITION DESCRIPTIONS

---

1. CHAIR - The Chair shall be responsible for establishing the strategy for, setting the direction of, and overseeing, the overall strategy of CORE. He/She shall serve as the official spokesperson of the organization, and shall have all the powers given to him/her by these by-laws. He/She can appoint directors as he/she sees fit to execute the best interests of CORE subject to Board ratification. The Chair shall assume the position of Immediate Past Chair effective the last day of serving as Chair.
2. VICE CHAIR OF PROGRAMS - The Vice Chair of Programs shall be responsible for establishing the strategy for, setting the direction of, and overseeing, all of the program activities of CORE. The content of these activities is to be consistent and in accordance with the objectives of the CORE.
3. VICE CHAIR OF MEMBERSHIP SERVICES - The Vice Chair of Membership Services shall be responsible for establishing the strategy for, setting the direction of, and overseeing, all of the Membership development and volunteer participation. These duties include expansion and maintenance of CORE membership and recruitment and coordination of volunteers.
4. VICE CHAIR OF ADMINISTRATION - The Vice Chair of Administration shall be responsible for establishing the strategy for, setting the direction of, and overseeing, all of the duties commonly performed by corporate secretaries. These duties and responsibilities include, but are not limited to, documenting, disseminating, and maintaining Board meetings' minutes, distributing information both to and from the CORE membership and to the Board as required.
5. VICE CHAIR OF MARKETING - The Vice Chair of Marketing shall be responsible for establishing the strategy for, setting the direction of, and overseeing, all of the external Marketing activities of CORE. These marketing activities include, but are not limited to, developing partnerships, sponsorships, and relationships with other charitable organizations, local businesses and institutions.
6. VICE CHAIR OF FINANCE - The Vice Chair of Finance shall be responsible for establish the strategy for, setting the direction of, and overseeing, all of the management of funds for duly authorized purposes of CORE and the fiscal, financial investment, and fundraising policies of CORE. These duties include, but are not limited to, developing CORE financial goals and objectives, preparing the regular financial plan and reports, collecting, disbursing, and record-keeping of all applicable CORE reports.
7. VICE CHAIR OF TECHNOLOGY - The Vice Chair of Technology shall be responsible for establishing the strategy for, setting the direction of, and overseeing, all the internal and external flows of information associated with CORE's website and other forms of electronic communication.

Send questions to [elections@core-nyc.org](mailto:elections@core-nyc.org).

---

***Collaborate and Empower through Engagement and Education.***

*Collaborative Opportunities for Raising Empowerment, Inc. (CORE) is a 501c3 not-for-profit organization whose primary vision is to empower Filipino professionals as a collective body in the United States. It also seeks to provide an avenue for socio-economic involvement to build a stronger Filipino American community.*