

ALDERGROVE COMMUNITY LEAGUE

NEIGHBORHOOD WATCH

August 2005

Summary:

Organizes, maintains and is responsible for the successful operation of the Neighborhood Watch Program within league boundaries.

Duties and Responsibilities:

1. Attend zone leader meetings and training sessions.
2. Maintain liason with neighbourhood watch committees, divisional directors, area leaders, the community league executive and members within the community.
3. May act as an alternate director.
4. May be appointed to the community league executive.
5. Identifies area boundaries within the area given and recruits a co-zone leader and other required personnel.
6. Assists in defining block boundaries, recruiting block captains and canvassing for block members.
7. Co-ordinates and schedules training sessions and meeting for the entire community and clears this through the divisional director.
8. Notifies co-zone leader when a member moves or transfers.
9. Ensures that operation identification and the telephone network system are established and maintained.
10. Advises divisional director when 25% block participation is completed.
11. Ensures that information from the police department is advertised within the community through the newsletter or other resources.
12. Maintains watch window signs within the community and notifies divisional director of any problems.
13. Maintains contact with all block members within the community through meetings, phone and newsletters.
14. Recruits and works at fundraisers and displays throughout the year.
15. Conducts a minimum of one community Neighbourhood Watch presentation a year.