



Neighborhood Watch & Security

Section Coordinator / Section Vice-President Responsibilities

The Section Vice President assists the Neighborhood Watch Coordinator and works with Block Captains in implementing and maintaining the Neighborhood Watch program.

1. Assigns Block Captains for every 8-12 homes and assists them in their responsibilities.
2. Recruits Block Captains as needed.
3. Receives reports of criminal or suspicious activity from Block Captains and informs the Watch Coordinator.
4. When Watch Coordinator not available, assumes responsibility for submitting Crime Alerts and for notifying Webmaster.
5. Keeps records of Section residents as supplied by Block Captains.
6. Keeps Neighborhood Watch materials as supplied by the Watch Coordinator.
7. Keeps an open dialogue with Watch Coordinator to identify problems and make changes.
8. Informs Membership Coordinator and Watch Coordinator of vacated property or changes in occupancy and forwards any monies received from residents to the Treasurer.
9. Welcomes new residents if Block Captain unavailable and coordinate welcome basket delivery.
10. Assumes duties of a Block Captain for Section residents without one.
11. Attends meetings of Section Vice Presidents and Block Captains and any other meetings that may be called by the Watch Coordinator.
12. Serves as a member of the Executive Committee.

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