

Role Statements of Neighbourhood Watch Volunteers

Role of Area Coordinators

The Area Coordinator holds a shared responsibility with the Police Coordinator to maintain a Neighbourhood Watch area. The main focus of this role is to co-ordinate the activities of the area, working closely with the Police Coordinator and other committee members, to achieve the area's objectives. The Area Coordinator is elected by members at the area's Annual General Meeting.

Duties of the Area Coordinator:

- in conjunction with the Police Coordinator, co-ordinates crime prevention activities/ fund raising activities for the area;
- provides liaison between the area's Police Coordinator and volunteers;
- supervises the distribution of Neighbourhood Watch literature to residents;
- promotes and utilises the skills of the area's volunteers for the benefit of Neighbourhood Watch;
- chairs area meetings;
- oversees the activities of the area's sub-committees.

Role of Assistant Area Coordinator

The Assistant Area Coordinator assists the Area Coordinator in the operation of the program. It is essential that the assistant is conversant with the Area Coordinator's role to assist or represent the Area Coordinator when required. This is an elected role.

Role of Secretary

The Secretary is generally responsible for the safe keeping of administrative records for the area. This is an elected position.

Duties of the Secretary:-

- takes minutes of the area's meetings and maintains them;
- keeps records of volunteer activities for the area;
- attends to area correspondence.

Minutes should be concise and outline decisions made or issues discussed during area meetings

In particular, the Secretary should ensure that the records of volunteer participation in planned crime prevention and fund raising activities are documented for insurance reasons.

Role of Treasurer

The Treasurer is elected to manage the area's finances. This person is responsible for opening an account with a cheque book facility, on behalf of the area. They are also responsible for receiving monies and paying monies owed, on behalf of the area. There is an obligation that this person is a signatory of the account, along with two or three other elected members. The role does not involve complex financial management as most areas have few significant transactions per annum.

There is also a requirement that financial records are maintained and audited each year. Audits can be performed by a person of good standing in the community who is not connected with the area, and is able to balance financial records (e.g. person who owns a small business or a retired accountant).

Duties of the Treasurer:-

- holds and administers funds as the committee directs;
- keeps an accurate record of all monies received/ expended and of the area's assets/ liabilities;
- maintains a receipt book for all transactions over \$2.00;
- prepares a financial statement to be tabled at the Annual General Meeting;

NHW volunteers may receive donations from the local community (e.g. annual donations) for the area. The Treasurer shall tally all donations received from a volunteer and issue a single receipt to the volunteer. Other donations may be received for advertising in newsletters. This is not an entitlement to be granted the status of 'sponsor', and these 'supporters' should be issued with a receipt (refer to the media and publication section Part 1 and 2).

Role of Newsletter Editor

The Newsletter Editor has editorial responsibility for the area's newsletter and it is an elected role. They are responsible for ensuring the Police Coordinator (or in their absence a Crime Prevention Officer) approves the proposed newsletter as accurate and suitable for distribution, before delivery, to protect the area from litigation. Failure to adhere to this may leave the area in a precarious position.

The newsletter provides information and is the most powerful way of promoting Neighbourhood Watch throughout the community. Good communication is vital to the survival of any organisation's survival. Residents need to be informed of current issues and local matters to maintain interest.

The size of newsletters and the frequency of delivery will be decided by the area. For advice about appropriate content to be put in newsletters, refer to the media and publication section in Part 1 and 2. Newsletter production costs can be met in a variety of ways, such as inviting financial support (not sponsorship) from local businesses, annual donations from the community or liaising with the local council/ Member of Parliament to see what assistance they can provide (if opting for the latter, it is appropriate to acknowledge this assistance).

Role of Publicity Officer (optional)

The task of the Publicity Officer is to promote the activities and achievements of the area to the wider community. One of the easiest ways to do this involves liaising with the local media about the following Neighbourhood Watch activities:

- Crime prevention and fund raising activities
 - shopping centre displays
 - graffiti eradication
 - 'Operation Identification'/ other Themes Calendar promotional events
 - sausage sizzles
 - quiz nights
 - Christmas pageants
 - concerts
- Special Interest Seminars
- Public forums/ public debates
- Neighbourhood Watch in conjunction with service or community displays (e.g. SES, MFS, Safer Communities etc.)

Neighbourhood Watch can also be promoted by the dissemination of newsletters to waiting areas (e.g. doctor surgeries, hairdresser etc.), local schools/ pre-schools or the community notice board. The Neighbourhood Watch magazine/ website should also be considered to publicise coming events (six months notice required) or celebrate past achievements.

Role of Property Officer (optional)

A property officer may be appointed to maintain any stock or stationery items. They may also be responsible for the safekeeping and maintenance of engraving equipment, ultra violet pens, lights, paint, safety apparel and any other equipment belonging to the area.

Role of Recruiting Officer (optional)

Recruitment in a large organisation is often dedicated to the one person but this can be an enormous task if performed alone. Some Neighbourhood Watch areas have found it useful in appointing a Recruiting Officer who uses assistant volunteers when required.

Some methods of recruitment include:-

- word of mouth
- door knocking
- advertising in the newsletter
- letterbox drops

Role of Neighbourhood Watch Volunteers

Volunteers have one of the most important roles in the organisation. They are the key link, providing face to face contact between residents and the program. Volunteers should always wear their identification badge when carrying out official duties for this reason and to comply with insurance requirements.

Volunteers may be involved in the following duties:

- attending area meetings;
- delivering approved literature and newsletters within the area;
- educating and encouraging residents to report crime and suspicious behaviour;
- informing residents about the latest crime prevention initiatives;
- promoting Themes Calendar initiatives;
- coordinating the use of engraving and property marking equipment;
- providing liaison between residents and the area committee;
- reporting any difficulties or suggestions to either the Area Coordinator, Police Coordinator, local Crime Prevention Section or the WatchSA Co-ordination Section;
- receiving donations for the area (always issue a receipt). Donations are not tax deductible as NHW is not a charitable organisation. Monies must be given to the treasurer.