

## **Roles and Responsibilities of Neighbourhood Watch Ku-ring-gai & Hornsby Group**

### **President**

1. Responsible for the efficient and effective operation of the NHW Ku-ring-gai Hornsby group and for chairing meetings
2. Responsible for Strategy Planning, creation of new events, etc.
3. The principal liaison contact between the NHW Ku-ring-gai Hornsby group and the local Ku-ring-gai PAC, Crime Prevention Officer, etc.
4. Act as speaker at external gps/events, such as Probus, seniors, face to face meetings, etc.
5. Coordinate with other community groups, such as Emergency services, Rural Fire Brigades, etc., for events
6. Coordinate roster for events, stalls at all meetings with Volunteers Coordinator
7. Coordinate loan of items and any documents with Materials Coordinator
8. Attend networking events, eg newspapers, council, politicians and other organisations. Act as contact for their distribution lists, eg council, library, politicians, etc.
9. Liaise and act as central point of contact for Ku-ring-gai and Hornsby Shire Councils
10. Liaise with external media and marketing organisations, eg journalists, TripleH Radio, magazines (Sydney Observer, Hornsby Ku-ring-gai Post, Hello Neighbour etc).
11. Liaise with Neighbourhood Watch Australasia and coordinate welcome baskets
12. Central contact for WordPress (including credit card renewal) x 2 domain hosting
13. Central contact for Domain Registration Services (including credit card renewal) x 2 domain names
14. Manage contact with NHW NSW State Board and other neighbourhood watch groups
15. Support the Secretary with completion of Quarterly Reports to NHW NSW
16. Attend at least one NHW State General Meeting each year, or nominate a proxy member.
17. Work with the treasurer in money matters
18. Take care of group registration with NHW NSW and Insurance
19. Create new contents on the website, eNews, 20 Tips, face book page, etc. Work with the Media Marketing Coordinator.

### **Vice-President**

1. Responsible for taking on the role of President in the President's absence.
2. Be the central point of contact for Policies and Procedures
3. Set up a buddy system for all roles (2 per role).
4. Assist Volunteers Coordinator to manage new volunteers
5. Manage attendance at CSPC, NHW NSW, Dementia and other meetings.
6. Create and send Certificate of Appreciation, Testimonial Letter, etc following work done for NHW. eg on retirement of a street coordinator, volunteer, or after translation services
7. Manage grant applications and fund raising

### **Secretary**

1. Maintain list of members and distribution lists.
2. Manage attendance at events and meetings. Manage room booking for meetings, take notes and distribute minutes of meetings.
3. Prepare and respond to correspondence. Manage [nhwkuringgaiHornsby@gmail.com](mailto:nhwkuringgaiHornsby@gmail.com) services, including Christmas messages.

4. Responsible for creation of posters, flyers, advertisements, etc. Work with Materials Coordinator.
5. Provide NHW NSW State Board with completed Quarterly Reports
6. Provide the NHW NSW with AGM Minutes
7. Receive Affiliation Catering information from NHW NSW at events

#### **Treasurer**

1. Responsible for the maintenance of proper and accurate records of all monies
2. Provision of a financial report at each General Committee Meeting, which is then incorporated into the Quarterly Report.
3. Shall ensure that all accounts are in writing and presented to and passed by the Management Committee for payment.
4. Responsible for correct reimbursement for spend by members
5. Deposit all funds with a bank, building society or credit union approved by the Management Committee. Withdrawal of any funds shall be by joint signature of at least two members of the Management Committee.
7. Where family members are on the committee, and signatories for the account, family members should not sign the same authorisation. It should be one of the family members and another signatory.
8. Present the annual financial report at the AGM
9. Provide the annual financial report to NHW NSW State Board

#### **Media Marketing Coordinator**

1. Manage <https://au-nhwkuringgaihornsby.org/> website (including Twitter, Instagram) – general maintenance, pages, gallery, menu items like new 20 Tips (English and foreign languages), etc.
2. Manage face book page: <https://www.facebook.com/NHWKuringgaiHornsby/> - new inclusions, etc.
3. Manage creation of new content. Work with the President.
4. Create new NHW suburb FB pages. Advertise, assist posting, suggest settings etc. Manage Admins and Messenger
5. Monitor and answer conversations with NHWKuringgaiHornsby Facebook page (and other suburbs as necessary)
6. Monitor and answer conversations with NHW in Ku-ring-gai & Hornsby Facebook group
7. Manage weekly eNewsletters (including creation, sharing, uploading, etc). Check bounced emails.
8. Create meeting power point presentations with Secretary
9. Manage documents in Google Drive. Ensure versions in the drive, version control document and website are consistent. Manage Uploads
10. Manage processes for document maintenance – templates with agreed format.
11. Identify, research, collate, create and format new 20 Tips, FAQ and How To... documents, translation to other languages in correct format.
12. Check & Update existing documents, eg 20 Tips, NHW trifold flyer, eg out-of-date links.
13. Organise translation of documents into other languages, eg Chinese, Korean, Indian, Spanish, Russian, etc. Liaise with individuals and/or Migrant agencies and/or University students and proof readers.

14. Maintain marketing spreadsheets (eg. Schools, Aged Care, Noticeboards, shopping centres, etc)

### **Materials Coordinator**

1. Manage physical storage of material – all paper documents, rego plate screws, police dress ups, photo booth, etc. Keep Assets Register up to date.
2. Organise and re-stock copies of NHW trifold flyer in outlets such as libraries, shopping centres, churches, etc. Print more documents as required (request Ku-ring-gai PAC, council, etc for printing assistance).
3. Manage lending of items – Driveway Stencil, Kerb Watch kit, shredders, etc. Includes canvassing, answering emails from potential borrowers, assigning volunteers, collection of donations, etc for the residents
4. Request materials from external organisations such as ACCC (Little Black Book of Scams, Do Not Knock stickers), Crime Stoppers (Police phone number magnets), Ku-ring-gai Council (No Junk Mail stickers), NHW Australasia (green NHW bags, Tshirts, window stickers, etc.)
5. Store, coordinate, drop-off & pick-up of all NHW materials advertised on the website [NHWKuringgaiHornsby.org](http://NHWKuringgaiHornsby.org) website/Borrow page: banners, shredder, photo booth etc. and NHW window stickers, Do Not Knock stickers, parking 'compliments slip', laminated poo poster, Little Black Book of Scams, NHW letterbox plaque, NHW garbage bin sticker, etc.
6. Manage repairs, maintenance and cleaning of returned materials
7. Put stickers/rego plate locking screws with an info slip in a labelled envelope(s) & deliver to Gordon or Hornsby police station for pick-up. (If back and front are different, I put the 2 front & back envelopes inside a bigger labelled one.)
8. Be aware - PAC has 2 screwdrivers on loan from NHW Ku-ring-gai & Hornsby. Source replacements, label NHW stuff.
9. Be aware - PAC also has access to our locking screws. Maintain a supply.

### **Volunteers Coordinator**

1. Maintain Member Forms, Recruitment of Volunteers
2. Put together an Induction Pack, Welcome Pack.
3. Help new volunteers with mentoring, set up a buddy system
4. Provide new volunteers with training
5. Allocate roles and jobs
6. Roster volunteers for events

### **Facebook administrator & Messenger?**

### **Event Management?**