**Rotonda West Neighborhood Watch**

Job Description: Base Coordinator

**Initial Requirement:** Assign a base for each night of the month in which a patrol will be scheduled.

**Procedures:**

1. Select an assistant and keep him/her in the communication loop.
2. Before the 10th of the month, send note to bases asking for any dates they cannot serve the next month.
3. After a few days (to give bases time to answer), make schedule for the next month.
4. Send proposed scheduled to bases to see if any changes need to be made.
5. Notify Area Patrol Coordinators of the Base dates that have been assigned to Base Operators who are also Patrols.
6. Submit the final schedule to the Communications Coordinator and the Secretary **by the 15th** of the month.
7. When the Watchword is published and sent out, make sure the base schedule is correct.
8. Assign Base numbers for new Base Operators.
9. Talk with each new base, once trained, to ensure they understand all procedures and make sure they have the current manual.
10. Revise training manuals as needed.
11. Find replacements for Base Operators who cannot fulfill assigned dates in the current month. If no one else is available, assume the Base duty yourself.
12. Attend monthly membership meetings.

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