**Rotonda West Neighborhood Watch**

Job Description: Vice President

**Initial Requirement:** Assist the President with presiding over the operation of the Rotonda West Neighborhood Watch

**Procedures:**

1. Review job description of former Vice President prior to taking office on February first.
2. Fully understand all requirements of the position prior to February first and resolve any uncertainties with the President.
3. Have former Vice President introduce you to Board members and all positions reporting to you.
4. At the end of the month, prepare the monthly incident report from data provided by the Daily Report Forms and e-mail it to the CCSO liaison and Board Members as soon after the first of the next month as possible.

Include in the Incident Report:

* Number of incidents reported during the month and the total number to date
* Number of incidents reported to the Sheriff during the month and total number to date
* Number of possible of patrols per month
* Number of patrols scheduled per month
* Number of patrols made per month
* Number of vacancies (help wanted) per month
1. After the general membership meeting, file the Incident Report with the attached Daily Report Forms in the designated file cabinet in the RWA back room.
2. Attend monthly meetings (both board and general membership) and present the Incident Report, including Sheriff’s replies. (If a deputy is able to attend meeting, he or she will go over the report and replies.)
3. Assist all positions responsible to you and resolve any problems they may encounter.
4. Assist President at Rotonda West Newcomers Night and any other functions in which the Rotonda West Neighborhood Watch participates.
5. Assist in writing articles for the “Watch Word.”
6. Keep track of additions and deletions to the Neighborhood Watch; send the data to the Communications Coordinator for inclusion in the Watchword. Report the number of additions and deletions made to the Watch during the year (according to information from the Transaction Forms).
7. Provide the Secretary with the number of nights per month with 0, 1, 2, 3 and 4 patrols.
8. Assist the President in any way possible and fill in for the President whenever the President is not available.
9. Be available to call the non-emergency CCSO phone number for patrols not reporting to area patrol coordinators by 10:15 on the night of their patrol.

**Base Coordinator**

1. Reports directly to the Vice President.
2. Assigns a base for each night of the month in which patrols will be scheduled.
3. Maintains current base roster

**Area Patrol Coordinators**

1. Area Patrol Coordinators report directly to the Vice President.
2. Each area has a coordinator. When an area patrol coordinator must be filled, the Vice President will help recruit the replacement with assistance from the Board. Refer the applicant to Training Coordinator then.
3. Review job descriptions with each coordinator so that coordinators understand their duties.
4. Review activities of the assistant coordinators to assure that they can function as the coordinator, if necessary.

**III. Communications Coordinator**

1. The Communications Coordinator reports directly to the Vice President.
2. Review with the Communications Coordinator his/her duties and be assured that both of you understand this position’s responsibilities.

**Job Descriptions**

1. Annually, review the job descriptions for positions that report to you or affect your area to verify that they represent the current procedures and practices. (Major changes must be approved by the Board.)
2. Review and distribute changes to positions that are affected.

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