**Rotonda West Neighborhood Watch**

Job Description: President

**Initial Requirement:** Preside over the operation of the Rotonda West Neighborhood Watch

**Procedures:**

A. Review job description with outgoing President.

B. Be introduced by the outgoing President to members of the Sheriff’s Department.

C. Be introduced by the outgoing President to all other persons that are instrumental in the operations of the Watch.

D. Ask for advice of the past President, if needed.

E. Oversee and review the activities of the Vice President, Treasurer and Secretary. These are the major positions reporting to the President. Therefore, the President is responsible for their performances.

1. Write monthly articles for the Watchword prior to publication.
2. Prepare the agenda for monthly membership meetings.
3. Fill in for the Vice President’s functions in his or her absence.
4. Chair the monthly and annual membership meetings.
5. Appoint committees as needed, including committees to plan and execute special events such as the “Member Appreciation Event.”
6. Assign a member to report the results of the election of officers at the yearly membership meeting.
7. Interface with Board members and other positions, such as the Watchword editor and Publicist, as necessary.
8. Prepare a solicitation letter based on funds available.
9. Work with the treasurer to conduct a review of the finances, if needed.

**Sheriff’s Department:**

The President and Vice President are the primary, and normally the only two people, to interface with the Sheriff’s Department’s staff. The exception is in the absence of the President and the Vice President, one of the other officers will be appointed this responsibility on a temporary basis.

REV 9/7/2021tsl