



## POSITION DESCRIPTION

- Title:** **Community Representative**
- Authority:** The Community Representative organizes, maintains and is responsible for the continuing operation of the Edmonton Neighbourhood Watch Program within one community league.
- Term:** The position is by appointment of the Board of Directors of Edmonton Neighbourhood Watch and requires the Community Representative to maintain a position within their community league.
- Duties:**
- Be familiar with the Society Bylaws and Policy and Procedures.
  - Must be a member of Edmonton Neighbourhood Watch.
  - Attends meetings and training sessions as required.
  - Serves as the contact person for ENW and the Community League executive as well as the community members.
  - Represents ENW on the Community League board (in a position as determined by each Community League.)
  - Encourages community participation of crime prevention.
  - Communicate membership changes to the office of ENW.
  - Facilitates the flow of crime prevention information to the community communication system (newsletter, blog, website, etc.) and other forms of information dissemination.
  - Establishes and maintains a communication process within the community.
  - Is encouraged to recruit volunteers at ENW events.
  - Encourages community members to join, follow and/or participate in ENW Social Media
  - Is required to follow safe practices with information provided by ENW. *(As authorized by the Freedom of Information and Protection of Privacy Act)* and shall not be used for any other purposes.
- Qualifications:** Must be a member of the society, in good standing.  
Must pass a Police Information Check.  
Must maintain their position within their community league.
- Skills:**
- ~ Must be able to communicate through email
  - ~ Ability to speak in front of groups
  - ~ Have strong organizational skills

March 12, 2015

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*Approved by the Board of Directors*

*Original signed*

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*President*