



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.
- Term:** The position is by appointment of the Board of Directors of Edmonton Neighbourhood Watch and requires the Community Representative to maintain a position with their community league or with a community group that represent the residents within the boundaries of a 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 between ENW and the community league or group and community members.
 - Represents ENW with the community league or group (in a position as determined by each individual community league or group.)
 - Encourages community participation of crime prevention.
 - Communicate membership changes to ENW.
 - Facilitates the flow of crime prevention information to the community through communication systems (newsletter, blog, website, etc.) and other forms of information dissemination.
 - Establishes and maintains a communication process within the community.
 - 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.
- Skills:**
- ~ Must be able to communicate through email
 - ~ Ability to speak in front of groups
 - ~ Have strong organizational skills

October 13, 2016

Approved by the Board of Directors

Original signed

President