



Position Descriptions

Jimboomba Neighbourhood Watch is an inclusive, volunteer organisation. Our vision is to make the community safer through education and creation of a vigilant, well informed community that are prepared to speak up to help solve crime.

To help achieve this, the following positions and their duties are listed below:

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1. AREA COORDINATOR

The area coordinator has overarching responsibility for the day to day running of the group and is the main contact point for police and the community.

Main duties are:

1. Oversee the operation of the NHW group. This includes adhering to all NHWQ policies and guidelines.
2. Preside over the NHW meetings (online or face to face) and ensure that procedures are conducted in line with recognized meeting protocols.
3. Prepare and present an Area Coordinator report for each meeting
4. Communicate with the Officer in Charge of Jimboomba Police Station, local police and the District Crime Prevention Unit.
5. Communicate with local, state and federal government members.
6. Attend the quarterly NHW network meetings held at the Logan City Council.
7. Accept and attend invitations received from outside organizations such as the Logan City Council Volunteers' Breakfast.
8. Represent NHW at Logan Country Safe City meetings.

Jimboomba Neighbourhood Watch

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Email: nhwjimboombar2@gmail.com

Web: www.jimboombaneighbourhoodwatch.org





Jimboomba Rural Watch R2

9. Act as the media spokesperson for Jimboomba Neighbourhood Watch.
10. Work with the bulletin editor and provide an article for each newsletter.
11. Give direction and advice in relation to the use and content of social media.
12. Approve and oversee the group's participation in crime prevention and community safety initiatives.
13. Improve engagement with the community through presence at community events and through online/social media platforms.
14. Delegate any of the duties above should the need arise

2. ASSISTANT AREA COORDINATOR

1. Assist the Area Coordinator with the duties listed.
2. Deputize for the Area Coordinator in his/her absence.

3. SECRETARY

1. Prepare and present a Secretary's Report at meetings.
2. Take minutes of meetings and circulate these to members.
3. Manage the incoming and outgoing correspondence. This may include acknowledging receipt of correspondence from sender, forwarding email copies to members for their perusal, preparing responses in consultation with the AC if necessary, and preparing and presenting a list of correspondence at meetings.
4. Keep a register of NHW members.
5. Regularly update the NHW website to ensure that all information is accurate and relevant.
6. Update the list of subscribers who receive e-newsletters through the NHW website.
7. Post appropriate material on the NHW Facebook page that will keep the community informed.
8. Assist with the preparation of grants submissions.
9. Attend quarterly NHW network meetings and Logan Country Safe City meetings and provide feedback to members.
10. Assist with NHW displays at various community events.

4. TREASURER

1. Manage the overall finances of NHW.
2. Issue receipts for funds received.

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3. Present accounts at meetings and seek approval for payment. Pay accounts as promptly as possible.
4. Prepare and present a Treasurer's Report for each meeting.
5. Download a copy of the bank statement from the QCCU website for presentation at meetings.
6. Prepare an annual financial report for presentation at the Annual General Meeting.

5. MEDIA OFFICER

1. Meet regularly with the Officer in Charge of the Jimboomba Police Station to gather local crime statistics for publication in the e-newsletter.
2. Prepare a quarterly e-newsletter and circulate these through the NHW website.
3. Prepare a number of paper copies for distribution to the general public.
4. Administer the Jimboomba Neighbourhood Watch Facebook page.
5. Jointly administer the Jimboomba Neighbourhood Watch website.

6. ZONE REPRESENTATIVES

1. Be the representative for a designated geographical area in the community. This includes being a contact point for both the community and the police in the geographical area.
2. Make representation to the police on behalf of residents for concerns to be raised.
3. Encourage residents to be advocates for personal and community safety in the area and to report urgent concerns directly to the police.
4. Identify and bring attention to issues relating to personal and community safety –e.g. suspicious behaviour, dangerous intersections.
5. Provide a report at NHW meetings outlining concerns/issues of the area and passing on any current issues on to police.
6. Participate where possible in NHW activities – e.g. Safe Plate Days, community displays.

7. MEMBERS

Membership is open to all members of the public. Whilst not compulsory, a fee of \$5 is requested on joining.

1. Act as the eyes and ears of the community and pass on information about any suspicious activity to the police.
2. Attend meetings and share information and ideas.
3. Promote the presence of NHW in the community and encourage other residents to take an interest in personal and community safety.

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