



---

## **CWCA Officers: Roles and Responsibilities**

### **President**

1. Schedule and chair meetings
2. Liaison with government, business and other community leaders
3. Sign documents and correspondence on the behalf of the organization
4. Oversee the activities of other Board Members and Committee Chairs as needed
5. Appoint committee chairs as needed
6. Other duties as needed

### **1<sup>st</sup> Vice President**

1. Assist in carrying out duties of the President as requested
2. Preside at Meetings in the absence of the President
3. Attend Community Meetings on behalf of the CWCA
4. Coordinate with other Board Members and Committee Chairs as needed

### **2<sup>nd</sup> Vice President**

1. Assist in carrying out duties of the President as requested
2. Preside at Meetings in the absence of the President and 1<sup>st</sup> Vice President
3. Attend Community Meetings on behalf of the CWCA
4. Coordinate with other Board Members and Committee Chairs as needed

### **Treasurer**

1. Establish and maintain CWCA bank accounts in good order
2. Collect and deposit funds as needed
3. Withdraw funds and approve expenses as authorized
4. Account for all funds and expenditures
5. Prepare financial reports for all meetings and as needed.
6. Coordinated Membership Fee Collection and Status with Secretary
7. Manage website system.
8. Co-manage website and member access with Secretary

### **Secretary/Membership Chair:**

1. Maintain Minutes of Organizational Meetings
2. Maintain, Prepare and Send Correspondence
3. Collect membership forms and dues
4. Transfer dues to Treasurer
5. Maintain list of current members in good standing
6. Send out welcome packets to new residents and non-members.
7. Send out information packets to interested parties, new listings.

8. Manage information for website
9. Co-manage website and member access with Treasurer

**Beautification and Activities Chair:**

- 1) Develop and Coordinate community activities:
  - a. Beautification
  - b. Community Clean Up
  - c. Block Parties
  - d. Community Picnic
  - e. Community Field Trips

**Neighborhood Watch Chair:**

- 1) Develop and maintain list of current Block Captains (4 for each street)
- 2) Develop Call sheet
- 3) Develop Incident Report Sheet
- 4) Attend 3<sup>rd</sup> Precinct meetings as needed