

SUGGESTED DUTIES OF A CO-ORDINATOR

To collate an up to date list of all members in the scheme (to include telephone, Email details and consider including details of any other assistance they can give with copying etc) and to keep those records in a safe place.

To receive information from the Police messaging system and organise dissemination of such information to members together with other publications. If these messages are forwarded by Email it is recommended that they should be 'blind copied' so that members' details are not made known to other members (in line with GDPR).

To convene and 'chair' scheme meetings as and when the need arises

To attend Beat or Sector meetings and/or training sessions as appropriate.

To be responsible for the collection and handling of all monies associated with the scheme and to keep records of same (unless a Treasurer is appointed to do this).

To liaise with the respective Beat Manager on all matters which give rise for concern and update Neighbourhood Watch Administrator on any changes to personal details held on computer.

To be responsible for the completion and submission of data consent forms in due time.

To promote Crime Prevention in the scheme/area (ie Postcoding, checking home security, not to leave obvious signs of absence, not to leave items in vehicles)

To encourage all homes in their area of responsibility to exhibit Neighbourhood Watch stickers

To encourage new residents/non participants to join the scheme.

To organise the erection of NHW signs and complete the relevant paperwork.

To notify all members and the NHW Administrator should they wish to stand down, and attempt where possible to find a replacement co-ordinator.

Should a scheme cease to operate because no replacement co-ordinator can be found, NHW street signs must be removed within one calendar month. Members should be made aware that if they are claiming discount on their house insurance, they are personally responsible for notifying their insurance companies of the change in conditions.

DUTIES OF A DEPUTY CO-ORDINATOR

Many schemes also have a Deputy Co-ordinator registered with the Watch Scheme Office. Such a deputy can assist with any of the Co-ordinator duties by mutual arrangement within the scheme.

Additionally when the Co-ordinator is due to be away from home, a simple call to the Watch Scheme Office can ensure that messages are forwarded to the Deputy Co-ordinator for that period of time.