

Duties and/or responsibilities of each Neighborhood Crime Prevention Council Officer

Chair: Facilitates meetings, sets meeting agendas, assists with outreach (via fliers, phone and/or E-mail), drafts letters on behalf of the NCPC members.

Co-Chair: Facilitates in the absence of the chair; assists in establishing working committees; assists with outreach and contacts guest speakers for NCPC meetings as needed.

Secretary: Records meeting minutes, conducts follow up phone calls to NCPC members; develops the NCPC roster; advises the chair of pending agenda items.

Treasurer: Collects dues/donations at the meetings; maintains a total of all funds collected and spent; will provide a financial report at all NCPC general meetings.

Parliamentarian: Monitors the time; adheres to established ground rules for the NCPC; follows agenda and provides an equal opportunity for all participants to speak.

Outreach Coordinator: Maintains a current roster of NCPC meetings; recruits captains for phone tree callers; ensures that interested parties are notified prior to all meetings, special events etc.

Communication

Officer: Responsible for all press release information regarding the Burbank/Millsbrae NCPC; All documents must be approved by the chair & steering committee members before circulation.

Thank you for your participation tonight!!!