

STAFF ROLES

Neighborhood Council

The Executive Board consists of the positions of Chair, Vice-Chair, Secretary and/or Treasurer, and may include from one to three Members-at-Large. And so constituted, the Executive Board shall consist of at least three (3), but not more than seven (7) members.

Chairman

- Preside over all regular and special meetings of the General Membership and of the Executive Board.
- Appoint all committees with the approval of a majority of the Executive Board.
- Dissolve any committee with the approval of a majority of the Executive Board.
- Be an ex-officio member of all standing committees.
- Respond to questions concerning procedures and business of the Neighborhood Council.
- Perform other acts not in conflict with the Neighborhood Council By-laws.

Vice - Chairman

- Perform the duties of the Chair in his or her absence.
- Promote participation in the Neighborhood Council.

Secretary

- Prepare and distribute an agenda for each meeting of the General Membership and of the Executive Board.
- Keep minutes of all meetings of the General Membership and of the Executive Board, including whether a quorum is present and if so the names of the persons constituting the quorum.
- Record motions made and whether the motions passed or failed.
- Note in the minutes any action taken on items on or not on the agenda.
- Carry on the official correspondence of the Neighborhood Council, and to note in the minutes any correspondence received.
- Sign all minutes after approval by the General Membership or the Executive Board.
- Perform the duties of the Treasurer if none is elected.

Treasurer

- Account for and secure any funds.
- Spend such funds only as authorized by majority vote of the General Membership or the Executive Board.
- Prepare and present a statement of the finances to the Executive Board or to the General Membership at each meeting.
- Perform the duties of the Secretary if none is elected.

Members-at-Large

The duties of Members-at-Large are to undertake special projects as directed by the Executive Board.

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Executive Board

- Plan and direct the work of the Neighborhood Council.
 - Represent the Neighborhood Council before any group or individual, subject to the direction and review of the General Membership.
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Neighborhood Watch

The RiverPark Neighborhood Watch Program is staffed and supported by residents of the RiverPark Community. Positions are described below. The Community Coordinator is the only elected position on the NWP staff, all other positions are appointed by the Community Coordinator.

Community Coordinator

- Responsible for the proper management of the RiverPark NWP in execution of its Mission.
- Primary liaison between the NWP and Oxnard Police Department, Community Security, and Neighborhood Associations.
- Approval authority for purchase requests using NWP funds.

Watch Coordinator

- It is anticipated that, as the RiverPark Community expands, more Watch Coordinators will be designated for specific neighborhoods or groups of neighborhoods within the Community.
- Primary operational assistant to the Community Coordinator.
- Serves as acting Community Coordinator when required.
- Operational liaison with Oxnard Police Department and Community Security.
- Assigns mentors to new NWP members and certifies their readiness to be added to the watch schedule.
- Develops and refines patrol plans as well as monthly patrol schedule.
- Maintains Issues Database reported by Patrol members.
- Maintains patrol gear inventory.

Administrative Coordinator

- Primary administrative assistant to the Community Coordinator.
- Maintains Community Information database and NWP Roster.
- Disseminates updates and notices directly to members of the NWP and to the Community at large via the Community Coordinator.
- Ensures the NWP Handbook is current and formally redistributes annually or after any major changes).

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- Conducts an annual audit of NWP financial records and report results to the NWP via the Community Coordinator.

Treasurer

- Primary financial assistant to the Community Coordinator.
- Manages NWP funds and maintains financial/purchase records.
- The only individual designated to make purchases using NWP funds.
- Monitors the status of NWP account and makes recommendations to the NWP via the Community Coordinator regarding fund raisers, equipment replacement, etc.

