

Block Captain Responsibilities

Introduction

Are you a block captain and aren't quite sure what you signed up to do? Here are some general guidelines.

Job Description

Block Captains are the information liaisons between the Association and the residents and members of Rustling Hills.

A “block,” for the purposes of this program, is defined as a particular group of homes within a defined geographical part of the neighborhood; such as the homes on both sides of a section of a street or cul-de-sac.

Responsibilities:

1. Maintain an up-to-date list of all of the residents of the “block,” along with addresses, phone numbers, e-mail addresses, and other information that the association might request and residents might provide.
2. Provide the resident list to the President or other Officer, along with updates as they occur.
3. Introduce themselves to new residents soon after move-in and provide the names of new residents to the Neighborhood Welcome Committee.
4. Distribute flyers, notices, and other materials as authorized and provided by the Association.
5. Assist with obtaining volunteers for Neighborhood Patrol and other activities of the Neighborhood Association.
6. Recruit a replacement should you move or be otherwise unable to continue as Block Captain.

Requirements:

1. Be willing to attend the semi-annual Neighborhood Association meetings.
2. Should be able to send and receive e-mail via an e-mail address that is checked at least weekly.
3. Should be able to walk door-to-door to distribute information within the “block.” (Mail boxes may not be legally used for this purpose.)