

ARAL Director Job Description

Neighbourhood Watch

Summary of role:

To act as communication channel between residents and national Neighbourhood Watch organisation.

Estimated time commitment per month (hours):

1-2

Main responsibilities:

Activity	Activity description	How long does it take to do (minutes per month)
Email addresses	Maintain up to date subset to be used strictly bcc	
Join Neighbourhood Watch	Set up as local coordinator	One off
Receive & monitor emails from NW	Decide which to distribute to residents	30-60 mins
Join various groups, attend meetings	Decide which to attend	30-60 mins
Attend ARAL Meetings including the AGM	Actively participate in the meeting, present the update from your area and take action points	2.5 hours every 3 months plus 3 hours every year for AGM