



RHA Board of Directors Job Description

Block Captain Coordinator

The block captain coordinator shall:

- Coordinate with each individual Block Captain on each block in Richland Park and Richland Oaks neighborhoods,
- Keep abreast of things happening in the neighborhood by contact with individual block captains,
- Organize the annual Membership Drive and coordinate this effort with the block captains,
- Call on the block captains for help in getting information of special events or other important information to residents on their blocks. Distribute the annual Telephone Directory to the residents on their block that are members of the Homeowners' Association,
- Purchase items and fill Welcome Bags for block captains to take to new families moving into the neighborhoods,
- Encourage block captains to get to know their neighbors and report illnesses, deaths, etc., to the appropriate person or persons,
- Encourage block captains to host a block party so neighbors have the opportunity to get to know each other,
- Host meetings during the year for block captains to get acquainted with each other and share their interests, problems, etc,
- Encourage Block Captains to work closely with the Richland Cares Committee and inform them of persons on their block that are in need of assistance whatever the need might be,
- Report directly to the Membership Chairperson, and
- Perform such other duties as the Membership chairperson may prescribe.