

CHAMPIONS COMMUNITY IMPROVEMENT ASSOCIATION

SECURITY DIRECTOR

DUTIES AND RESPONSIBILITIES

The Director of Security shall:

1. Act as the Crime Watch Prevention Coordinator and disseminate “non-emergency” information as needed using our Block Captain email system.
2. Via email network using our Block Captain system, communicate “emergency” information throughout Champions as directed by the CCIA Board.
3. Report security issues to the Board at the monthly Board Meetings. Note: A Sheriff’s Deputy usually attends the Board Meetings and gives a security report.
4. Act as the Board Member liaison to the Sheriff’s Deputies contracted to patrol our neighborhood and to the Block Captain Coordinator in regards to Crime Watch Prevention.

General:

1. Attend the monthly Board Meeting which is the first Tuesday of every month at 7:00pm at John Wesley United Methodist Church.
2. Attend the Annual Meeting which is the 3rd Tuesday of March at 7pm at John Wesley United Methodist Church.
3. Maintain copies of all contracts.
4. The CCIA is a tax exempt organization. Any items purchased on behalf of the CCIA are tax exempt, thus a copy of the CCIA Tax Exemption Certification must be presented when making purchases.
5. At the end of your term, forward all applicable documentation pertaining to your position to the new Security Director. If needed, older documents can be archived in the CCIA storage unit.