



POSITION TITLE: Ottawa Neighbourhood Watch Executive Committee (ONWEC)
Community Representative

OVERALL PURPOSE:

The Committee is made up of sixteen Neighbourhood Watch (NW) Coordinators, five community representatives, and supported by Ottawa Police Service (OPS) personnel. The Committee is established to oversee the Ottawa Neighbourhood Watch Program (NWP) and encourage city-wide participation in the program, and to be responsible for addressing the collective interests of all watches to the OPS, the Ottawa Police Services Board (OPSB), the municipal government and the public. The Neighbourhood Watch Program is a community-driven crime prevention and community mobilization program supported by the OPS for over 25 years. It aims to get citizens involved in discouraging and preventing crime at the neighbourhood level.

DUTIES AND MAJOR RESPONSIBILITIES RELATED TO THIS ASSIGNMENT:

Five community representatives will work under the direction and in accordance with the Ottawa Neighbourhood Watch Executive Committee (ONWEC) Governance Document and the Partnership Agreement.

GENERAL DUTIES COULD INCLUDE:

- ❖ Commitment to ONWEC by participating at meetings, decision making process, and making themselves available for sub-committee work as required.
- ❖ Identifying program best practices for city-wide use.
- ❖ Working together to identify and proactively address program obstacles, concerns and issues.
- ❖ Promote NW program and participate in the recruitment of members.
- ❖ Provide experience, knowledge and skills to the committee.
- ❖ Participate in NW week.

ESSENTIAL REQUIREMENTS OF THIS POSITION:

1. Attend a minimum of 75% of meetings of ONWEC (regrets sent when necessary).
2. Keen interest in issues of neighbourhood safety.
3. Ability to work with NW Coordinators, and police personnel.
4. Demonstrated calm, pleasant and efficient interpersonal skills.
5. Demonstrated ability to maintain strict confidentiality.
6. Be prepared to sit on working committees of ONWEC as needed.
7. Good knowledge of community safety and crime prevention issues.
8. Demonstrated ability to work as a team member.
9. Promote the NW program.