

# **Cheyenne Ridge Block Captain Responsibilities**

## **Introduction**

Are you a block captain and aren't quite sure what you signed up to do? Bob Carol was the genius behind the CRHOA Block Captain concept years ago, and he put together some general guidelines. We thank him for this.

## **Job Description**

Block Captains are the information liaisons between the Association and the residents and members of Cheyenne Ridge.

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 up-to-date information on 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. Each block list sheet is initially provided and kept up to date through our neighborhood database.
2. Provide the resident list to the Block Captain Coordinator, along with updates as they occur, or email [crdirectory@cox.net](mailto:crdirectory@cox.net) with your changes and/or updates.
3. Introduce himself or herself to new residents soon after move-in, and provide the names of new residents to the Neighborhood Welcome Committee, and to [crdirectory@cox.net](mailto:crdirectory@cox.net)
4. Distribute flyers, notices, newsletters, directories 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-mails, and be willing to check your email a couple of times a week.

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.)

Block Captain Coordinator:

Anna Brown

1709 Thunderbird Blvd.

348-7575

**Email her**

[abrb17@att.net](mailto:abrb17@att.net)