

President

General Description and Qualifications

1. Works toward making Westbury one of the most livable communities in Houston.
2. Actively promotes the civic, cultural, health, and general welfare of the community.
3. Strives always to be diplomatic during the resolution of problems and all dealings with constituents.
4. Serves in a volunteer capacity.
5. Residential Club member of WCC.
6. Presiding officer of the Board of Directors.

Duties

1. Attends all Board meetings and annual meetings.
2. Enforces the Bylaws.
3. Preserves order and decorum.
4. Encourages officers and committee members to perform their duties.
5. Appoints committee chairpersons not otherwise provided for in the bylaws.
6. Signs all official documents.
7. Ex-officio member of all committees.
8. Performs all duties appertaining to the office.
9. Decides all questions of procedure and order at meetings.
10. Casts tie-breaking votes at meetings, otherwise, shall not be required to vote (optional).
11. Works with Treasurer to ensure budgets are prepared and adhered to.
12. Available to be a part of or chair committees designated by the Board.
13. Works with section directors to establish/maintain a network of "block captains" to serve as a communication link with the constituents. (Avenues available to establish the network include: Crier, Board members, friends, door to door, calling, block parties, etc.).
14. Promptly returns calls and letters from constituents and follows up with status report calls as needed.
15. Handles problems submitted by constituents to best of ability.
16. Assists in the annual membership drive.
17. Responsible for "business-like" functioning of the WCC office.
18. Responsible for hiring/dismissing of office staff (with Board approval).
19. Member of WAIC.

Vice President

General Description and Qualifications

1. Desires to work toward making Westbury one of the most livable communities in Houston.
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3. Strives always to be diplomatic during the resolution of problems and all dealings with constituents so as to be respected by constituents.
4. Acts in a volunteer capacity.
5. Residential Club member of WCC.

Duties

1. Attends all Board meetings and Annual Meeting.
2. Strives to attend all general meetings.
3. Aids *and* assists the President as required.
4. In the absence of the President, shall perform the duties and fulfill the responsibilities of the office of President.
5. Responsible for the Annual Meeting (Bylaws; Article III, Sect. 3)
6. Encourages participation in and assists with arrangements for general meetings" (Bylaws; Art. III, Sect. 4). Examples include, covered dish supper, town hall meetings, and candidates' night meetings.

Secretary
General Description and Qualifications

1. Desires to work toward making Westbury one of the most livable communities in Houston.
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3. Strives to always be diplomatic during the resolution of problems and all dealing with constituents.
4. Acts in a volunteer capacity.
5. Residential Club member of WCC.

Duties

1. Submits annual budget to President upon request.
2. Knowledgeable of parliamentary procedure and familiar with WCC Bylaws and Charter.
3. Attends all Board meetings and Annual Meeting. Strives to attend all general meetings.
4. Keeps an accurate record of proceedings of all Board and annual meetings.
5. Transcribes and distributes minutes to each member of the Board at Board meetings for approval and a copy to the WCC office for its permanent file.
6. Acts as custodian of current records and files.
7. Maintains attendance records of all Board meetings.
8. Performs such other duties as may be assigned by the Board.
9. Makes records available at all times for inspection by the President and the Board.
10. Within five days after retiring from office, shall deliver all Club papers and property in his/her possession to the successor.

Treasurer
General Description and Qualifications

1. Desires to work toward making Westbury one of the most livable communities in Houston
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3. Strives always to be diplomatic during the resolution of problems and all dealings with constituents so as to respected by constituents.
4. Acts in a volunteer capacity.
5. Residential Club member of WCC.

Duties

1. Attends all Board meetings and Annual Meeting and strives to attend all general meetings.
2. Serves on the "Budget Committee" or in the absence thereof, assists the person responsible for preparing the annual budget.
3. Shall be custodian of all funds of the Club
4. Will keep a correct and faithful account of all receipts, expenditures, and books belonging to the office.
5. Makes records available at all times for inspection by the President and the Board.
6. At all Board meetings, shall submit a report of income and expenditures since the last report as well as a statement of current financial condition.
7. At Annual Meeting, shall submit a report of income and expenditures for the current fiscal year to date, as well as a statement of current financial condition.
8. Within five days after retiring from office, the Treasurer shall deliver all Club monies, papers, and other property in his/her possession to the successor.
9. After retiring from office, will work with his/her successor, so that an orderly, accurate transfer of responsibilities can be made.

Section Director
General Description and Qualifications

1. Works toward making Westbury one of the most livable communities in Houston.
2. Actively promotes the civic, cultural, health, and general welfare of the section.
3. Strives always to be diplomatic during the resolution of problems and all dealings with constituents.
4. Residential Club member of WCC.
5. Serves in a volunteer capacity.
6. Must live in section he/she represents.
7. Spokesperson for the section.
8. Member of the Board of Directors.
9. Member Deed Restrictions Committee.
10. Leader of the “block captains” of the section.

Duties

1. Represents section at every Board meeting
2. Attends Annual Meeting and strives to attend general meetings of the Club.
3. Available to be a part of or chair committees designated by the Board
4. Establish/maintain a network of “block captains” to serve as a communication link with the constituents. (Avenues available to establish the network include: Crier, Board members, friends, door-to-door, calling, block parties, etc.)
 - will have regular contact with block captains; quarterly meetings are mandatory and more regular meetings are encouraged.
5. Deed restriction activities:
 - Must be familiar with deed restrictions in their section.
 - Maintains current list of potential violations from personal observations, block captains’, and constituents’ reports.
 - Reports alleged violations to Deed Restrictions Compliance Director.
 - Coordinates with deed Restrictions Compliance Director before taking any action personally.
6. Promptly returns calls and letters from constituents and follows up with status report calls as needed
7. Resolves problems submitted by constituents to best of ability
8. Reports to WCC office addresses of all home sales, if deed restrictions require mandatory dues. This will help the WCC keep track of houses with mandatory dues as well as their payment status.
9. Assists in the annual membership drive by utilizing their block captain network.
10. Encourages “block parties” in their section, including but not limited to the annual “neighbors night out” in August.
11. Meets and greets new residents and delivers “new resident packet” to each (available from WCC office).

Block Captain

General Description and Qualifications

1. Works toward making Westbury one of the most livable communities in Houston.
2. Actively promotes the civic, cultural, health, and general welfare of the section.
3. Strives always to be diplomatic in the resolution of problems and all dealings with constituents.
4. Responsible for "equal-sized" geographic areas in the section, ideally one "block".
5. Residential Club member of WCC.
6. Serves in a volunteer capacity.
7. Reports to the Section Director.

Duties

1. Available to be a part of or chair committees designated by the Board
2. Deed restriction activities:
 - Must be familiar with deed restrictions of their section.
 - Keeps an up-to-date record of possible violations to be submitted personally to section director.
 - Works with section director and Director, Deed Restrictions to resolve violations.
 - May not take personal action concerning violations.
3. Attends meetings called by the section director. Quarterly meetings are suggested and meetings more often are encouraged. -
4. Promptly returns calls and letters from constituents and follows up with status report calls as needed.
5. Resolves problems submitted by constituents to best of ability.
6. Assists in the annual membership drive through coordinated effort with their section director.
7. Encourage "block parties" in their area including but not limited to the annual "neighbors night out" .
 - Contact the homes on your block and introduce yourself. Solicit participation in your Neighborhood Watch program.
 - Pass out and then collect the completed Family Data Sheet to each participant found at the end of this document.Use this information to create your block map and phone/email tree.

Director-at-large, Deed Restrictions

General Description and Qualifications

1. Desires to work toward making Westbury one of the most livable communities in Houston.
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3. Strives always to be diplomatic during the resolution of problems and all dealings with constituents.
4. Acts in a volunteer capacity.
5. Residential Club member of WCC.
6. Member of the Board of Directors.
7. Computer literate.

Duties

1. Responsible for enforcement of deed restrictions
2. Submits annual budget to President upon request.
3. Establishes Deed Restrictions Committee of which membership is not necessarily restricted to Section Directors, who are automatically members.
 - Serves as Chairperson, Deed Restrictions Committee.
 - Works with and encourages committee members to be first line of communication concerning complaints/violations.
 - Works with committee to review complaints and alleged violations.
 - Works with committee to determine appropriate actions to take.
 - Works with governmental agencies to mitigate violations.
 - Schedules regular (bi-monthly) and special meetings, usually following a regularly scheduled Board meeting.
 - Presides and facilitates.
4. Deed Restrictions Records Management -
 - Ensures residential/commercial database at WCC office is up to date.
 - Maintains a file for each "active" case.
 - Nature of violation, location, date reported, by whom, actions taken, et cetera.
 - Communications: copies of letters, e-mails, and faxes sent/received and notes of phone conversations.
5. Reports status of key issues at each Board meeting
6. Attends Houston Homeowners Association meetings as representative of WCC (member).
7. Attends all Board meetings and Annual Meeting and strives to attend all general meetings.

Director-at-large, Membership-Residential

General Description and Qualifications

1. Desires to work toward making Westbury one of the most livable communities in Houston.
2. Actively promotes the civic, cultural, health, and general welfare of the community.
3. Strive always to be diplomatic during the resolution of problems and all dealings with constituents.
4. Acts in a volunteer capacity.
5. Residential Club member of WCC.

Duties

1. Attends all Board meetings and Annual Meeting and strives to attend all general meetings.
2. Submits annual budget to President upon request.
3. Spearheads membership mail-out drives.
4. Seeks innovative ways to encourage membership (e.g., gift drawings, lottery, etc. - could use percentage of dues or solicit donations).
5. Appraises Board monthly of membership statistics relative to goals and objectives.
6. Utilizes directors and block captains (encourages them to canvas neighborhood for membership renewals and new members).
7. Works with WCC office staff to ensure all Realtors and title companies operating in Westbury are aware of mandatory dues in affected sections.

Community Relations

General Description and Qualifications

1. Desires to work toward making Westbury one of the most desirable communities in Houston.
2. Actively promotes the civic and general welfare of the community.
3. Acts in a volunteer capacity.
4. Residential Club member of WCC.

Duties

1. Attends all Board meetings and the Annual Meeting.
2. Visits businesses to solicit sponsors.
3. Encourages sponsor advertising in the Crier.
4. Assists WCC office in maintaining sponsor database.
5. Initiates preparation and distribution of sponsor certificates.
6. Networks with neighboring civic groups to work towards common goals.

Director-at-large, Security

General Description and Qualifications

1. Desires to work toward making Westbury one of the most livable communities in Houston.
2. Actively promotes the civic, cultural, health, and general welfare of the community.
3. Strive always to be diplomatic during the resolution of problems and all dealings with constituents.
4. Acts in a volunteer capacity.
5. Residential Club member of WCC.
6. Liaison among residents, HPD, Constables (WAP), Westbury citizens' security groups (sanctioned by HPD/WCC), Positive Interaction Program (PIP), Texas Alcohol and Beverage Commission, Neighborhood Protection Team and any other branches of City, County, and State government offices as needed.
7. Is in forefront of innovative ways to make Westbury a safer place to live and keeps Westbury informed.

Duties

1. Attends all Board meetings and Annual Meeting and strives to attend all general meetings.
2. Submits annual budget to President upon request.
3. Reports all security concerns received to proper authorities.

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4. Works with Westbury Area Patrol (WAP) program:

- Provides information to each deputy concerning office keys, use of office, computer equipment, scanners, and their needs.
- Mails letters and stickers to each new member and to old members as requested. Updates letters as deputies change and as annual fee to County changes.
- Attends constable meetings.
- Writes articles for Crier, including monthly Constable statistics.
- Holds committee meetings as needed.
- Works with WCC office to:
 1. Monthly invoice Westbury Garden Townhomes for security provided.
 2. Renew annual contract with Westbury Garden Townhomes (with Board approval).
 3. Monitors membership activity:
 - Monitors membership payments - if unpaid, initiates letters requesting payment.
 - Sends special letters of request to join during first half of year for: people who have joined WCC but not WAP, people who joined WAP in previous year but have not rejoined, and new WCC residents.

To

- Monitors credits due WCC by County, as deputies leave and there is a waiting period for a new deputy (due to county requiring payments one month in advance).

- Assesses cost/benefit of adding or reducing number of constables, assesses effectiveness, and reports to Board each January and July.
 - Reports to Board current status of constable patrol and crime statistics for the previous month.
5. Works with businesses to remove vagrants by gathering information and requesting HPD/Constable to gather "No Trespass Affidavits" from businesses so vagrants can be picked up by HPD/Constable.
6. Works with HPD Storefront:
- Serves on Storefront committee
 - Assists with participation in Westbury Fair
 - Updates History Book periodically with photos and articles.
7. Coordinates HOW (Houstonians on Watch) and NOW (Neighbors on Watch) programs. Is available to coordinate meetings with HPD and Constable. Prepares handout information and discussion subjects for meetings. Written report filed with WCC.
8. Works with WCC office to maintain a crime statistics database:
- Master kept on WCC office computer
 - Contains crime statistics reported by HPD/Constables as published in Crier.
 - A hardcopy file of all crime statistics and related information kept in a file in the WCC office.
9. Submits articles to Crier:
- Reports crime prevention methods in Crier.
 - Prepares year-end report showing crime trends and comparisons to the previous year (January or February Crier).
 - Community crime prevention programs awareness (WAP, PIP, Citizens on Patrol (COP)). Illustrates what the community is doing to protect it citizen and what citizen can do to help protect themselves.
 - Monthly crime statistics report (HPD and Constables) for Westbury.
10. Works with and attends appropriate security related meetings (e.g., PIP, Citizens on Patrol, etc.)
11. Coordinates Neighbors' Night Out:
- Works with Section Directors and Block Captains
 - Furnishes party list to HPD/Constable.
 - Submits articles for Crier.
 - Requests all deputies work this night.
 - Rides with deputy to greet people at parties
 - Purchases and distributes token gifts, answers questions, and promotes WCC and WAP and security in general.
 - Sends thank you letters to all party producers.

Director-at-large, Flood Control & Infrastructure

General Description and Qualifications

1. Desires to work toward making Westbury one of the most livable communities in Houston
2. Actively promotes the civic, cultural, health, and general welfare of the section.
3. Strives always to be diplomatic during the resolution of problems and all dealings with constituents so as to respected by constituents.
4. Acts in a volunteer capacity.
5. Residential Club member of WCC.

Duties

1. Attends all Board meetings and Annual Meeting and strives to attend all general meetings.
2. Submits annual budget to President upon request.
3. Responsible for staying current on status of flood control issues concerning Braes Bayou drainage and how development and other construction effects Westbury and its flood control system.
4. Attends all flood control related meetings and reports to the Board any items of interest or potential concern to Westbury.
5. Recommends to the Board actions needed to protect the lives and property of Westbury citizens.
6. Prepares articles for the Crier as necessary.
7. Works with Harris County Flood Control District (e.g. mowing and collecting trash in bayous).
8. Works to correct problems with sanitary sewers and water leaks.

Director-at-large, Maintenance and Beautification

General Description and Qualifications

1. Desires to work toward making Westbury one of the most livable communities in Houston.
2. Actively promotes the civic, cultural, health, and general welfare of the community.
3. Strives always to be diplomatic during the resolution of problems and all dealings with constituents.
4. Acts in a volunteer capacity.
5. Residential Club member of WCC.

Duties

1. Attends all Board meetings and Annual Meeting and strives to attend all general meetings.
2. Submits yearly budget (mowing, trimming, and planting, and mosquito fogging) to President upon request.
3. Seeks cost effective ways to maintain the esplanades and fog for mosquitoes.
4. With Board approval renews existing contracts or contracts new services.
5. Coordinates WAIC/WCC budget expenditures to private contractor to augment work performed by the City of Houston Parks and Recreation Department to optimize mowing and beautification of Westbury's esplanades.
6. Responsible for mosquito fogging (budget and when to spray).

Volunteer Coordinator

General Description and Qualifications

1. Desires to work towards making Westury a community involved neighborhood.
2. Actively promotes the interest groups of the community.
3. Acts in a volunteer capacity.
4. Residential Club member of WCC.

Duties

1. Coordinates the special interest groups which Westbury residents choose to support and to participate.
2. Prepares and submits articles for the Crier to publishes the group meetings and events.
3. Attends all Board meetings and Annual Meeting .
4. Submits annual budget to President upon request.

Communications Director

General Description and Qualifications

- 1 Desires to work towards making Westury a community involved neighborhood.
- 2 Actively promotes the interest groups of the community.
- 3 Acts in a volunteer capacity.
- 4 Residential Club member of WCC.

Duties

5. Coordinates the social media groups which Westbury residents choose to support and to participate.
6. Prepares and submits articles for the Crier to promote communication.
7. Attends all Board meetings and Annual Meeting .
8. Submits annual budget to President upon request.
9. Examples of social communication:

Twitter (we have one)

Facebook (we have a public page) Meyerland has a closed group

NextDoor.com

Websites: westburycrier.com and westburycivicclub.com