

Responsibilities of Directors

Building and Zoning

- Attend Zoning Board of Appeals meetings when possible
- Alert board to any changes occurring in the Village
- Be familiar with zoning within WPOA boundaries
- Field resident inquiries on building code and zoning issues

Finances and Taxes

- Audit WPOA books once a year before April general meeting
- Attend budget meetings and work sessions when possible
- Go on yearly tour of facilities
- Attend final Village budget presentation
- Field questions regarding taxes, assessments and proposed senior citizen exemptions

Membership

- Notify new resident about WPOA
- Conduct yearly membership drive
- Maintain and update membership list
- Notify printer of new members

Parks and Landscaping

- Field resident questions concerning status of open spaces and condition of Village-maintained properties
- Make recommendations to the Beautification Committee

Police, Fire and Safety

- Interact with appropriate Village Trustee(s) responsible for Police and Fire Departments
- Attend Traffic Commission meetings regarding Western or major Village issues
- Initiate traffic survey when requested

Programs, Publicity and Business Liaison

- Propose speakers for general meetings
- Notify newspapers of upcoming meetings
- Submit articles on speakers to the WPOA for review
- Interact with business community
- Help maintain website and send e-blasts to members

Public Utilities and Transportation

- Interact with PSEG, Jamaica Water, Garden City Water, LIRR and the Long Island Bus on issues pertinent to the West
- Field resident inquiries about Stewart Manor RR station and general condition of railroad-related properties

Public Works

- Handle inquiries concerning street repair, sanitation, snow and leaf removal with Village
- Resolve storm drain and sewer problems
- Interact with Village Public Works Department

Recreation and Playgrounds

- Attend Recreation Commission meetings when possible
- Interact with recreation staff at Nassau Haven and Edgemere Parks
- Field resident inquiries on recreation
- Be aware of condition of and events occurring at parks

Schools

- Interact with School Board Trustee(s)
- Handle resident inquiries concerning Stratford and Homestead Schools
- Issue statements at School Board meetings when needed
- Attend School Board meetings when possible

Correspondence, Legislation and Historian

- Develop and send newsletter
- Coordinate mailings with printer
- Chair by-laws committee when needed
- Handle special correspondence for the organization
- Maintain WPOA historical data