

# Roles and Responsibilities

## What Are the Responsibilities of the Group Leader?

- Sign a Letter of Agreement (contract between Group Leader/Group and City)
- Attend an initial safety meeting/orientation
- Relay safety information to your group before each event
- Supervise volunteers at each event
- Report planned cleanup event date to AAS Coordinator at least one week prior to event
- Report event cleanup totals to AAS Coordinator (by mail, fax, phone or e-mail) along with Release and Waiver Form(s) after each event
- Monitor group's street signs and report necessary repairs
- Recruit volunteers and schedule at least four cleanups a year for two years

## What Are the Responsibilities of the Participating City?

- Approve groups and streets adopted
- Install signs and provide occasional sign maintenance
- Remove trash bags when necessary
- Attend at least one tri-annual meeting a year as a Voluntary Advisory Council member

## What Is the Role of Keep Broward Beautiful?

- Secure group and street approvals from AAS City Leader
- Ensure that group participants sign Letters of Agreement
- Track group cleanup participation
- Order name signs for groups and give them, along with the main sign, to cities for installation
- Hold safety meetings/orientations for groups
- Monitor group activities, and mail reminders to complete events (includes releasing groups for non-participation)
- Order supplies: gloves, trash bags, safety vests, first aid kits, safety barricades, and manuals.
- Provide City Leader with monthly event reports