

**Bellevue Booster Board
Job Description
(Last update: April, 2011)**

- Position:** Communications
- Description:** The Booster Board comprises about 10 members who meet monthly to conduct business related to the Bellevue Club Swim Team Program, its content, budget, and interfaces with the Bellevue Club management.
- Term:** The incumbent in this position agrees to serve two years.
- Duties:** The duties of the Board Communications position include, but are not limited to the following:
- Attend the scheduled monthly Board meetings and special called meetings.
 - Assume the responsibility to keep Booster related information current on the team and BCST web site(s).
 - Assume responsibility for the BCST Board email box.
 - Assume responsibility for and oversight of BCST Board web site, server (current and development).
 - Work to keep lines of communication open among all group coordinators.
 - Assume responsibility for the content and on-time production and distribution of the orange book.
 - Undertake special assignments as formulated and requested by the Board.
 - Assume responsibility of quarterly newsletter production and distribution to team and coaches.