

## **Bellevue Booster Board Job Description**

- Position:** Finance (Treasurer)
- 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 Finance position include, but are not limited to the following:
- Attend the scheduled monthly Board meetings and special called meetings.
  - Oversee moneys and books of account, pay all bills, and sign checks for disbursement from accounts of the Boosters as authorized by the Board.
  - Prepare and present monthly reports to the Board, including transaction reports, actual versus budget comparisons, and prepare and present cash flow reports for specific Booster activities, as deemed necessary.
  - Assist in preparation of the annual budget and balance sheet for membership approval at the annual meeting.
  - Undertake special assignments as formulated and requested by the Board.