

**Bellevue Booster Board
Job Description
(Last updated: October, 2003)**

Position: President

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. The first as Board President with duties outlined below and the second as Past-President for reasons of continuity.

Duties: The duties of the Board President position include, but are not limited to the following:

- Attend and serve as head of the scheduled monthly Board meetings and special called meetings. Prepare and provide in advance items to be discussed at the meetings. Prepare and provide a final meeting agenda.
- Stay abreast of all Board business to permit conduct of the Board Meetings.
- Act as liaison between the Bellevue Club management, BCST, and the Boosters.
- Coordinate with the Booster Finance Officer to provide budget and decision support in matters related to Booster operations, funds, and interfacing with the Bellevue Club.
- Attend the PNS House of Delegates Meeting in the spring (as VP) and in the fall (as President).
- Manage special projects for the Board as necessary.