

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

**Position:** Secretary

**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 Secretary position include, but are not limited to the following:

- Attend the scheduled monthly Board meetings and special called meetings.
- Prepare and distribute minutes of the monthly Board meetings in a timely manner.
- Post minutes electronically to board and to website. Meeting agendas are provided by the secretary or the President.
- Maintain a record and book of all minutes and agenda.
- Schedule room at the Bellevue Club for the monthly Board meetings.
- Purchase sunshine awards for board approved recipients and complete thank you notes to volunteers
- Undertake special assignments as formulated and requested by the Board.