

**Bellevue Booster Board
Job Description
(Latest update: October 2003)**

Position: Social

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 Social position include, but are not limited to the following:

- Attend the scheduled monthly Board meetings and special called meetings.
- Delegate, schedule and coordinate social activities.

Treats for: Blue/Orange Meets
Pumpkin 500
Short course champs special practice (March)
Long course champs special practice (August)

- All team picnic at the Apple Capital meet.
- Provide articles to the Newsletter/website regarding social events.
- Responsible for venue, food, date, and plan for the annual membership meeting and picnic.
- Oversee implementation of the team banquet. The social Director is the liaison between the banquet chairs and the Board. Establish board approved guidelines for the banquet (funding cap, format, etc.) every year.
- Oversee the work and performance of the group coordinators to include insuring e-mail distribution lists are maintained and information is distributed by the group coordinators.
- Undertake special assignments as formulated and requested by the Board.