

Bellevue Booster Board
Job Description
Last Updated: April, 2011

- Position:** Board Vice President and President Elect
- 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 three years. The first as Board Vice President with duties outlined below, the second as Board President, and the third as Past-President for reasons of continuity.
- Duties:** The duties of the Board Vice President position include, but are not limited to the following:
- Attend the scheduled monthly Board meetings and special called meetings.
 - Stay abreast of all Board business with the President to permit conduct of the board meetings in the absence of the President.
 - Manage Strategic Planning Project.
 - Coordinate with the Booster Finance Position to provide budget and decision support in matters of the Booster operations, funds, and interfacing with the Bellevue Club.
 - Attend PNS House of Delegates Meetings (two times per year) in absence of the President.
 - Provide liaison with the Fund Raising Committee
 - Undertake special assignments as formulated and requested by the Board.
 - Serve on nominating committee
 - Audits the BCST financial books in Jan/July