

Bellevue Booster Board
Job Description
Last Revision Date: October 1, 2003

Position: Workshare

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

- Attend the scheduled monthly Board meetings and special called meetings.
- Coordinate and oversee all Workshare volunteers.
- Oversight and performance responsibility for Workshare auditor.
- Notify new families of their Workshare obligations.
- Execute signed workshare contracts with every family on the team, or swimmer cannot swim.
- Notify families of their change in status due to training group transfers.
- Distribute twice yearly (February and June) Workshare report to families. (Resolve any disputes).
- Maintain records; family requirements/status (obligations/hours complete), program acknowledgements, job preferences, active/inactive status, and database.
- Lead the identification and commitment of candidates for Workshare positions. (Reference job preference sheet).
- Receive and process requests for Workshare credits.
- Receive, record, and transfer Workshare fees to the Finance Officer/Treasurer for deposit.
- Tightly manage all accounts that are in arrears. Issue formal notices to families in arrears as season progresses. At end of season, any family in arrears must either pay applicable fine, or be

barred from ever rejoining the team (unless fine paid). Keep clear records of families in arrears, and send and keep certified return receipt notification to families who are barred from future participation.

- Support the Meet Directors in acquiring volunteers For swim meets.
- Continuously improve the process, forms, automation, and program, in general, to increase participation.
- Undertake special assignments as formulated and requested by the Board.