

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

Position:	Communications
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:	<p>The duties of the Board Communications position include, but are not limited to the following:</p> <ul style="list-style-type: none">• Attend the scheduled monthly Board meetings and special called meetings• Assume the responsibility to keep Booster related information current on the team and BCST web site(s)<ul style="list-style-type: none">- Some examples include posting booster minutes, updating the training schedule, updating training group descriptions, updating records, updating swim events with psych sheets / timelines, putting all booster events on the calendar, and more.• Assume responsibility for the BCST Board email box• Assume responsibility for and oversight of BCST Board web site, server (current and development)• Work to keep lines of communication open among all group coordinator• Undertake special assignments as formulated and requested by the Board• Organize and manage the presentation slides for the annual meeting and mid year check in• Send out comms for other booster members like president, social chair (Family Fun Center, banquet, picnic)• Send "Know Before You Go" communications to committed families and swimmers for upcoming meets<ul style="list-style-type: none">- focusing on the younger swimmers and new families