

Bellevue Booster Board

Job Description

(Last updated: June,2015)

Position: Meet Operations Chair

Description: The Booster Board is made up of 10 members who meet monthly to conduct business related to the Bellevue Club Swim Team Program, its content and budget. The group also is the interface with the Bellevue Club management.

Term: 2 years

Duties:

- The Meet Operations Chair shall serve as an active member of the Bellevue Club Booster Board and attend monthly meetings.
- The Meet Operations Chair is responsible for ensuring that there are competent Meet Directors assigned to all meets that the BSCT Boosters host and coordinate with Pacific Northwest Swimming, the Head Coach, Workshare Chair and Officials Chair to ensure smoothly run hosted swim meets.
- This person is also responsible to help the meet director fill key positions for the meet, like computer operator and lead hospitality roles when needed or requested by the meet director.
- The Meet Operations Chair will work with the head coach and head official to understand meets that the team will attend and coordinate bid packages to Pacific Northwest Swimming.

- This person will review and advise the treasurer of meet expenses and help advise and prepare the budget for the year.