

Martin STEM Academy Booster Officer Duties

President

- Conduct the affairs of the Booster Club and preside at all booster club meetings.

First Vice President – Aide to the President

- Assist president with all duties as needed.

Second Vice President – Fundraising

- Formulate and coordinate fundraising activities.

Fundraising Assistant

- Assist fundraising vice president with all duties.

Third Vice President – Communications

- Promote the AISD STEM Academy and the Booster Club through the use of media. Maintain the booster club website and other social media applications.

Fourth Vice President – Volunteers

- Maintain a current roster of approved AISD volunteers and coordinate volunteers for both the Booster Club and the STEM Academy.

Fifth Vice President – Membership

- Responsible for new membership recruitment and maintain membership roster.

Sixth Vice President – Scholarship

- Secure funds for scholarships and oversee a scholarship committee for the selection process of scholarship recipient(s).

Seventh Vice President – Hospitality

- Provide refreshments at Executive Committee meetings and act as a goodwill ambassador to the general members and STEM parents.

Hospitality Assistant

- Assist hospitality vice president with all duties.

STEM Care Coordinator

- Responsible for correspondence (i.e. thank you cards, sympathy cards, birthday cards, etc.) as is deemed necessary for STEM students, families and faculty.

Teacher Appreciation Coordinator

- Plan teacher appreciation activities during the school year.

Eighth Vice President – Student Director

- Plan social activities for STEM Academy students.

Student Director Assistant

- Assist student director vice president with all duties.

Special Events Coordinator

- Plan programs for STEM students and families (i.e. Perot Museum programs, guest speakers, etc.).

First Event/Spirit Shop Coordinator

- Responsible for the sale of spirit wear and other spirit items at First Event and throughout the school year (i.e. at general booster club meetings, October Craft Fair, etc.).

Secretary

- Record the minutes of all meetings of the Booster Club and keep an accurate record of attendance at Executive Committee meetings. Have a current copy of the by-laws and a current copy of the membership roster.

Treasurer

- Keep records of all financial dealings of the booster club.
- Be in charge of the receipt and disbursement of monies.
- Present a financial report at every meeting.
- Provide a year-end accounting report for a reconciliation committee.