

# 2019-2020 Martin STEM Academy Booster Club Officer Search

The Nominating Committee is searching for individuals to slate as officers for the 2019-2020 school year. Please help the committee by considering a position yourself or nominating someone else. Brief job descriptions are listed below. Your consideration is greatly appreciated!

**PRESIDENT:** Plan and preside at all meetings; coordinate the work of the officers and chairmen; and promote the good of the Martin STEM Academy Booster Club.

**1<sup>st</sup> VP AIDE to PRESIDENT:** Act as aide to the President in all activities and preside in the absence of the President.

**2<sup>nd</sup> VP FUNDRAISING:** Formulate and coordinate fundraising activities.

**3<sup>rd</sup> VP COMMUNICATIONS:** Promote communication between school, home, and community with STEM Booster Club website, Twitter, etc.

**4<sup>th</sup> VP VOLUNTEER CORDINATOR:** Coordinate with STEM Academy Booster Board & Martin STEM School Coordinator volunteer needs throughout the year. Maintain roster of approved AISD volunteers.

**5<sup>th</sup> VP MEMBERSHIP:** Conduct the membership drive and maintain membership records.

**6<sup>th</sup> VP SCHOLARSHIP:** Secure funds for scholarships & coordinates Martin STEM Academy Booster Club Scholarship Committee; serves as Chairman on the Scholarship Committee.

**7<sup>th</sup> VP HOSPITALITY:** Develop a spirit of friendliness and cooperation among all members, visitors, and teachers; coordinate refreshments as requested by the Executive Board.

**8<sup>th</sup> VP STUDENT ACTIVITIES:** Plan, coordinate & implement social activities for STEM students.

**9<sup>th</sup> VP PROGRAMS:** Plan, coordinate & implement scheduled programs. Aide & oversee special event Chair positions.

**10<sup>th</sup> VP BUDGET & FINANCE:** Work closely with the Treasurer & President in developing & maintaining a budget to meet the needs of the year's activities; suggest and help implement fundraising ideas.

**SECRETARY:** Record the minutes of both the Executive Board and Association Meetings; provide copies as needed.

**TREASURER:** Keep a full and accurate account of all monies. Provide reports at all meetings.

Office	Name	Current School	Phone #
<b>PRESIDENT</b>			
<b>1<sup>st</sup> VP AIDE to the PRESIDENT</b>			
<b>2<sup>nd</sup> VP FUNDRAISING</b>			
<b>3<sup>rd</sup> VP COMMUNICATIONS</b>			
<b>4<sup>th</sup> VP VOLUNTEER COORDINATOR</b>			
<b>5<sup>th</sup> VP MEMBERSHIP</b>			
<b>6<sup>th</sup> VP SCHOLARSHIP</b>			
<b>7<sup>th</sup> VP HOSPITALITY</b>			
<b>8<sup>th</sup> VP STUDENT ACTIVITIES</b>			
<b>9<sup>th</sup> VP PROGRAMS</b>			
<b>10<sup>th</sup> VP BUDGET &amp; FINANCE</b>			
<b>SECRETARY</b>			
<b>TREASURER</b>			

Please submit applications via email to Stephanie Griffin: [swgriffin2@yahoo.com](mailto:swgriffin2@yahoo.com)  
For technical difficulties or questions, please call Monica Cobbey at 817-475-5623

**Deadline for submission is March 25, 2019 at 5:00 PM**