



2020-21 Martin STEM Academy Booster Club Officer, Chair and Assistant Interest Form

The Nominating Committee is searching for individuals interested in serving as officers for the Martin STEM Academy Booster Club for the 2020-21 school year. We are also seeking individuals interested in serving as chairs and assistants. Consider helping the STEM Booster Club by nominating yourself or someone else for a position. Please select up to three positions in order of priority that are of interest to you. Brief job descriptions are provided. Your consideration is greatly appreciated!

The positions shown in **bold** text represent the officer positions that will be elected at the April 14, 2020 General Booster Club meeting. After the election, the 2020-21 officers will select volunteers to serve in the chair and assistant positions.

Please be aware that the time of service is July 1, 2020 through June 30, 2021. Meetings are typically held once a month on an evening that works best for most board members.

Name of Interest Volunteer: _____

Email of Interested Volunteer: _____

Phone Number: _____

Name of Student: _____

Name of Student's Current School: _____

Student's Current Grade: _____

First Choice: _____

Second Choice: _____

Third Choice: _____

Comments:

**Please submit interest forms via email to: nominatingcommittee@martinstembooster.com
For technical difficulties or questions, please call Stephanie at 817-800-6138
Deadline for submission is March 27, 2020 at 5:00 PM**



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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.

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

2nd VP FUNDRAISING: Formulate and coordinate fundraising activities.

Fundraising Assistant: Assist 2nd VP Fundraising in all fundraising activities.

Spirit Shop Co-Chairs (2): Manage all Booster Club products including t-shirts, car decals, yards signs, or other items designed to be sold and/or distributed by the Booster Club.

Food Chair: Plan and coordinate all food events/fundraisers approved by the board.

Food Chair Assistant: Assist Food Chair.

Scholarship Chair: Oversee a scholarship committee for the selection process of scholarship recipient(s).

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

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

On-Call Chair: Assist STEM Coordinators as requested.

5th VP MEMBERSHIP: Conduct the membership drive and maintain membership records.

6th VP HOSPITALITY: Develop a spirit of friendliness and cooperation among all members, visitors, and teachers; coordinate refreshments as requested by the Executive Board.

Hospitality Assistant: Aide to 7th VP Hospitality in all hospitality activities.

STEM Care Chair: Send correspondence (thank you/sympathy/get well cards etc) to support STEM Students, families and faculty as deemed appropriate.

Teacher Appreciation Chair: Plan teacher appreciation events during the school year. Daytime availability is helpful.

7th VP STUDENT ACTIVITIES: Plan, coordinate & implement social activities for STEM students.

Student Activities Assistant: Assist 8th VP Student Activities with all STEM student activities. Daytime availability is helpful. (Most events are during lunchtime.)

Student Summer Activity Co-Chairs (2): Plan, coordinate and implement at least 2 STEM student activities during summer break. (Previous events have been outdoor movie night at UTA, Rangers game, water bar during Freshman Bridge, etc.)

Banquet Co-Chairs (2): Plan and coordinate all details associated with the end of year banquet as approved by the Board.

8th VP PROGRAMS: Plan, coordinate & implement scheduled programs. Aide & oversee special event Chair positions.

Pasta with a Purpose Chair: Plan, coordinate, and implement the annual Pasta with a Purpose dinner.

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.

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