



Martin STEM Academy

Booster Club

2019-2020 Officer and Chairperson Responsibilities

President: Conduct the affairs of the Booster Club and preside at all Booster Club meetings.

First Vice President – Aide to President: Assist President and maintain electronic copies of current documents.

Second Vice President – 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).

Third Vice President – Communications: Promote the STEM Booster Club activities by maintaining the website and other social media applications.

Fourth Vice President – Volunteer Coordinator: Maintain a current roster of AISD-approved volunteers for the STEM Booster Club and STEM Academy. Solicit volunteers for activities as requested.

On-Call Chair: Assist STEM Coordinators as requested.

Fifth Vice President – Membership: Responsible for new membership recruitment and maintain membership roster.

Sixth Vice President – Hospitality: Provide refreshments at executive committee meetings.

Hospitality Assistant: Assist 6th 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.

Seventh Vice President – Student Activities: Plan social activities for STEM Academy students.

Student Activities Assistant: Assist 7th VP Student Activities with all STEM student activities.

Student Summer Activity Co-Chairs (2): Plan, coordinate and implement STEM student activities during summer break.

Banquet Co-Chair(s): Plan and coordinate all details associated with the end of year banquet.

Eighth Vice President – Programs: Plan programs for Booster Club General Meetings.

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

Secretary: Record the minutes of all STEM Booster Club meetings.

Treasurer: Keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks. Present a financial report at meetings.

The Executive Committee officer positions are shown in **bold**.