Montessori School of Rome (MSR) Booster Club

**Purpose Statement**:

MSR Booster Club is a group of parents, staff, and other interested parties whose mission is to enrich the MSR community by providing financial support.

MSR Booster Club was established to encourage parent participation and to raise funds to enhance and to expand the opportunities that are available to students and teachers of MSR.

Money is raised through memberships and fundraising activities.

**Membership:**

Membership is obtained by a yearly donation per family. Current membership donation is $15.

**Officer Roles and Responsibilities:**

President— The president shall be the chief executive officer of the club, shall preside at all meetings of members and/or officers, shall have the role of coordinating activities and committees of the club. The president is automatically the 2nd vice president for the next calendar year.

1st Vice President/Treasurer—The treasurer shall have custody of club funds, shall keep full and accurate accounts of receipts and disbursements in books belonging to the club, shall deposit all monies to the club account, shall report financial condition of the club at all meetings. The treasurer is automatically president elect for the next calendar year.

2nd Vice President— The second vice president shall have the responsibility of recruitment of new members, shall support the president, shall coordinate the school social. The 2nd Vice President is the President from the prior calendar year.

Secretary— The secretary shall attend all meetings, shall record minutes of such meetings in books to be kept for future meetings.

Treasurer— The treasurer shall have the same responsibilities as the 1st vice president and will support the 1st Vice President. The treasurer is automatically the 1st Vice President for the following calendar year.

**Other Roles:**

Committee Chair(s)—Chairs will be designated as needed by the president.

* Auction Chair—shall be in charge of coordinating the auction,

establishing committees and designating persons in charge of each

committee

* Fundraising Chair—shall be in charge of coordinating any and all fundraising activities
* Publicity Chair—shall be in charge of promoting booster activities
* Teacher Lunch Chair—shall be in charge of taking orders, calling in order and pick up and delivery to the school

Faculty Representative—shall be an employee of the school, shall attend all meetings, shall report to the booster club any needs/wishes of the school

Class Representative—shall be a parent representative from their child’s classroom, shall attend all meetings. The class representative will be the room mom.

**Meetings:**

Meetings will be regularly scheduled at 4:30 on the second Thursday of each month (unless that date falls on a school holiday and will be changed by consensus). Special called meetings will be called as needed and information concerning those meetings will be publicized.