



Costello PTO Board Positions

- ◆ **PRESIDENT:** Preside at all meetings of the PTO and of the Executive Board at which he/she may be present; perform duties as may be prescribed by PTO or Executive Board. Coordinate work of officers and committees in order to promote PTO objectives.

- ◆ **VICE PRESIDENT(s):** Act as aides to the President. Specific duties divided between them including coordinating Teacher Appreciation Week/Day, Principal Appreciation. Coordinate officer elections. In charge of Costello School Directory (*welcome to recruit assistance :*)

- ◆ **SECRETARY:** Record minutes of all PTO and Executive Board meetings. Perform other duties as maybe delegated.

- ◆ **TREASURER:** Maintain custody of all the funds of the PTO. Keep full and accurate accounts of receipts and expenditures and make disbursements in accordance with the approved budget or as authorized by the PTO or Executive Board. File all required Federal and State income generating reports by deadline dates required.

- ◆ **PUBLICITY CHAIRPERSON(s):** Welcome new families into community and coordinate Poster Contest for annual school fair. Coordinate publicizing events. Direct efforts of Community Service and Web Coordinator, which are appointed positions.

- ◆ **WAYS AND MEANS CHAIRPERSON(s):** Recommend fundraising activities to Board and actively recruit chairpersons for various events.

- ◆ **ROOM PARENT CHAIRPERSON(s):** Secure list of volunteer room parents to assist with classroom parties throughout school year.

- ◆ **FAIR CHAIRPERSON(s):** Coordinate the annual school fair.

- ◆ **AUCTION CHAIRPERSON(s):** Coordinate the annual auctions held in March in conjunction with the school Fair.

****Visit the Costello website to see a list of the current PTO board members.***

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