

# Marion County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Executive Committee</b>	Descriptor Code: <b>1.301</b>	Issued Date: <b>04/24/01</b>
		Rescinds: <b>1.301</b>	Issued: <b>12/15/97</b>

1 The chairman of the Board and the director of schools shall constitute the executive committee of the  
2 Board, with the chairman of the Board serving as the chairman of the executive committee.<sup>1</sup> The duties  
3 shall be:

- 4 1. To prepare an agenda for each meeting of the Board;
- 5 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be  
6 submitted to the Board for its approval;<sup>2</sup>
- 7 3. To meet at the office of the director of schools as often as necessary to perform the duties required;
- 8 4. To advertise for bids and let contracts authorized by the Board;
- 9 5. To serve as the purchasing agent for the Board;
- 10 6. To examine all accounts authorized by the Board and ensure that the approved budget is not  
11 exceeded;
- 12 7. To submit for approval at each regular meeting of the Board a full report of all business transacted  
13 since the last regular meeting; and
- 14 8. To transact any other business assigned to the committee by the Board.<sup>1</sup>

15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

Legal References:

1. TCA 49-2-206; TCA 49-2-205(3)
2. TCA 49-2-203(a)(10)(A)

Cross References:

Duties of Officers 1.201  
Annual Operating Budget 2.200  
Purchasing 2.805  
Bids and Quotations 2.806  
Qualifications/Duties of the Director of Schools 5.802