

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Duties of Officers</b>	Descriptor Code: <b>1.201</b>	Issued Date: <b>12/02/13</b>
		Rescinds:	Issued:

1 **CHAIR**

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3 The chair of the Board shall have the following duties:

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- 5 1. To assist the superintendent in preparing meeting agendas;
  - 6 2. To preside at all meetings of the Board;<sup>1</sup>
  - 7 3. To appoint committees authorized by the Board;<sup>1</sup>
  - 8 4. To function as chairman of the executive committee;<sup>1</sup>
  - 9 5. To countersign all warrants authorized by the Board and issued by the superintendent for all
  - 10 expenditures of the school system;<sup>1</sup>
  - 11 6. To conduct Board hearings;<sup>2</sup>
  - 12 7. To prepare the school budget with the superintendent;<sup>3</sup>
  - 13 8. To authorize the use of mechanical checkwriting equipment;<sup>4</sup>
  - 14 9. To certify the value of surplus property valued less than \$250;<sup>5</sup> and
  - 15 10. To carry out other such duties as may be assigned by the Board.
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17 **VICE CHAIR**

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19 The vice chair shall assume the duties of the chairman in his/her absence or function as the chair until  
20 a new chair can be elected in the event the chairman is incapacitated or the office becomes vacant.

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22 **SECRETARY**

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24 The superintendent, as the executive officer of the Board, shall serve as secretary to the Board. He/she  
25 shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports  
26 acquired by the Board, and see that such reports are in proper form.<sup>6</sup> He/she has the right to advise on  
27 any question under consideration but has no vote.

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29 The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with  
30 the superintendent.

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32 **CHAIR PRO TEM**

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34 A chair pro tem shall be elected to preside during a meeting when neither the chair nor the vice chair  
35 is present.

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38 Legal References:

- 39 1. TCA 49-2-205
- 40 2. TCA 49-5-512(5)(6)
- 41 3. TCA 49-2-203(10)(A)(i)

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38 Cross References:

- 39 Role of the Board 1.101
- 40 Duties of Board Members 1.202

- 39 4. TCA 49-2-113
- 40 5. TCA 49-6-2007(d)
- 41 6. TCA 49-2-301(b)(1)(C)