

Decatur County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: <h2 style="text-align: center;">Executive Committee</h2>	Descriptor Code: <h3 style="text-align: center;">1.301</h3>	Issued Date: <h3 style="text-align: center;">07/13/17</h3>
		Rescinds:	Issued:

1 The chairperson of the board and the director of schools shall constitute the executive committee of the
 2 board, with the chairperson of the board serving as the chair of the executive committee.¹ 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;²
- 7 3. To meet at the office of the director of schools as often as necessary to perform the duties
 8 required;
- 9 4. To advertise for bids and let contracts authorized by the board;
- 10 5. To serve as the purchasing agent for the board;
- 11 6. To examine all accounts authorized by the board and ensure that the approved budget is not
 12 exceeded;
- 13 7. To submit for approval at each regular meeting of the board a full report of all business transacted
 14 since the last regular meeting; and
- 15 8. To transact any other business assigned to the committee by the board.¹

Legal References

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

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