

# Hardeman 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>03/11/10</b>
		Rescinds: <b>1.301</b>	Issued: <b>12/16/99</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 du-  
 3 ties shall be:

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- 5 1. To prepare an agenda for each meeting of the Board;
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- 7 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be sub-  
 8 mitted to the Board for its approval;<sup>2</sup>
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- 10 3. To meet at the office of the director of schools as often as necessary to perform the duties re-  
 11 quired;
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- 13 4. To examine all accounts authorized by the Board and ensure that the approved budget is not  
 14 exceeded;
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- 16 5. To submit for approval at each regular meeting of the Board a full report of all business trans-  
 17 acted since the last regular meeting; and
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- 19 6. To transact any other business assigned to the committee by the Board.<sup>1</sup>
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 34 Legal References:  
 35 1. TCA 49-2-206; TCA 49-2-205(3)  
 36 2. TCA 49-2-203(a)(10)(A)

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 34 Cross References:  
 35 Duties of Officers 1.201  
 36 Annual Operating Budget 2.200  
 37 Purchasing 2.805  
 38 Bids and Quotations 2.806  
 39 Qualifications/Duties of the Director of Schools 5.802