

# Monroe County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	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;">05/05/16</h3>
		Rescinds:	Issued:

- 1 The chair of the board and the director of schools shall constitute the executive committee of the Board,  
 2 with the chair of the board serving as the chair of the executive committee.<sup>1</sup> The duties shall be:
- 3 1. To prepare an agenda for each meeting of the Board;
  - 4 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be  
 5 submitted to the Board for its approval;<sup>2</sup>
  - 6 3. To meet at the office of the director of schools as often as necessary to perform the duties  
 7 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>

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Legal References

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

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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