

# Obion 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>11/03/03</b>
		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:  
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4 1. To prepare an agenda for each meeting of the Board;  
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6 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be  
7 submitted to the Board for its approval;<sup>2</sup>  
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9 3. To meet at the office of the director of schools as often as necessary to perform the duties required;  
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11 4. To examine all accounts authorized by the Board and ensure that the approved budget is not  
12 exceeded;  
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14 5. To submit for approval at each regular meeting of the Board a full report of all business transacted  
15 since the last regular meeting; and  
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17 6. To transact any other business assigned to the committee by the Board.<sup>1</sup>  
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30 Legal References:  
31 1. TCA 49-2-206; TCA 49-2-205(3)  
32 2. TCA 49-2-203(a)(10)(A)  
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35 Cross References:  
36 Duties of Officers 1.201  
37 Annual Operating Budget 2.200  
38 Purchasing 2.805  
39 Bids and Quotations 2.806  
40 Qualifications/Duties of the Director of Schools 5.802  
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