

# Hardin 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>11/04/02</b>
		Rescinds:	Issued:

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:

- 4
- 5 1. To prepare an agenda for each meeting of the Board;
- 6
- 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>
- 9
- 10 3. To meet at the office of the director of schools as often as necessary to perform the duties re-  
 11 quired;
- 12
- 13 4. To advertise for bids and let contracts authorized by the Board;
- 14
- 15 5. To serve as the purchasing agent for the Board;
- 16
- 17 6. To examine all accounts authorized by the Board and ensure that the approved budget is not  
 18 exceeded;
- 19
- 20 7. To submit for approval at each regular meeting of the Board a full report of all business trans-  
 21 acted since the last regular meeting; and
- 22
- 23 8. To transact any other business assigned to the committee by the Board.<sup>1</sup>
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33

34 \_\_\_\_\_  
 35 Legal References:

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

34 \_\_\_\_\_  
 35 Cross References:

Duties of Officers 1.201  
 Annual Operating Budget 2.200  
 Purchasing 2.805  
 Bids and Quotations 2.806  
 Duties of the Director of Schools 5.802