

# Hancock 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;">04/09/15</h3>
		Rescinds:	Issued:

1 The chair of the board and the director of schools shall constitute the executive committee of the  
 2 Board, 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  
 13      transacted 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)

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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