

Van Buren County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date: 06/17/99
		Rescinds:	Issued:

1 The chairman of the Board and the director of schools shall constitute the executive committee of
2 the Board, with the chairman of the Board serving as the chairman of the executive committee.¹ The
3 duties 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
8 submitted to the Board for its approval;²
- 9
- 10 3. To meet at the office of the director of schools as often as necessary to perform the duties
11 required;
- 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.¹
- 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:
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
41