

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Duties of Officers</b>	Descriptor Code: <b>1.201</b>	Issued Date:
		Rescinds:	Issued:

## 1 CHAIR

2 The Chair of the Board shall have the following duties:

- 3 1. To assist the Superintendent of Schools in preparing meeting agendas;
- 4 2. To preside at all meetings of the Board;<sup>1</sup>
- 5 3. To appoint committees authorized by the Board;<sup>1</sup>
- 6 4. To serve as chair of the executive committee;<sup>1</sup>
- 7 5. To countersign all warrants authorized by the Board and issued by the Superintendent of
- 8 Schools for all expenditures of the school system;<sup>1,2</sup>
- 9 6. To conduct Board hearings;<sup>3</sup>
- 10 7. To prepare the school budget with the Superintendent of Schools;<sup>4</sup>
- 11 8. To certify the value of surplus property valued less than \$250;<sup>5</sup> and
- 12 9. To carry out other such duties as may be assigned by the Board.

## 13 VICE CHAIR

14 The Vice Chair shall assume the duties of the chair in his/her absence or function as the chair until a  
15 new chair can be elected in the event the chair is incapacitated or the office becomes vacant.

## 16 SECRETARY

17 The Superintendent of Schools, as the executive officer of the Board, shall serve as Secretary to the  
18 Board. He/ she shall keep and preserve all of its records, receive all reports acquired by the Board, and  
19 see that such reports are in proper form.<sup>6</sup> He/she has the right to advise on any question under  
20 consideration but has no vote.

21 The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with  
22 the Superintendent of Schools.

## 23 CHAIR PRO TEM

24 A Chair Pro Tem shall be elected to preside during a meeting when neither the Chair nor the Vice  
25 Chair is present.

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**Legal References**

1. TCA 49-2-205
2. TCA 49-2-113
3. TCA 49-5-512(c)
4. TCA 49-2-203(a)(10)(A)(i)
5. TCA 49-6-2007(d)(2)
6. TCA 49-2-301(b)(1)(C)

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**Cross References**

Role of the Board of Education 1.101  
Duties of Board Members 1.202  
Board Committees 1.300  
Executive Committee 1.301  
Agendas 1.403  
Minutes 1.406  
Annual Operating Budget 2.200  
Surplus Property Sales 2.403  
Separation Practices for Tenured Teachers 5.200