

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date:
		Rescinds:	Issued:

1 The Chair of the Board and the Superintendent of Schools shall constitute the executive committee of
 2 the Board,¹ with the Chair of the Board serving as the Chair of the executive committee.² The duties
 3 shall be:¹

- 4 1. To prepare an agenda for each meeting of the Board;
- 5 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be
 6 submitted to the Board for its approval;³
- 7 3. To meet at the office of the Superintendent of Schools as often as necessary to perform the duties
 8 required;
- 9 4. To advertise for bids and let contracts authorized by the Board;
- 10 5. To serve as the purchasing agent for the Board;
- 11 6. To examine all accounts authorized by the Board and ensure that the approved budget is not
 12 exceeded;
- 13 7. To submit for approval at each regular meeting of the Board a full report of all business transacted
 14 since the last regular meeting; and
- 15 8. To transact any other business assigned to the committee by the Board.¹

Legal References

1. TCA 49-2-206
2. TCA 49-2-205(3)
3. TCA 49-2-203(a)(10)(A)(i)

Cross References

- Duties of Officers 1.201
- Agendas 1.403
- Annual Operating Budget 2.200
- Purchasing 2.805
- Credit Cards/Credit Lines 2.8051
- Bids and Quotations 2.806
- Qualifications/Duties of the Director of Schools 5.802