

# Houston 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>07/08/13</b>
		Rescinds: <b>BBCA</b>	Issued:

The chairman of the Board and the director of schools shall constitute the executive committee of the Board, with the chairman of the Board serving as the chairman of the executive committee.<sup>1</sup> The duties shall be:

1. To prepare an agenda for each meeting of the Board;
2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be submitted to the Board for its approval;<sup>2</sup>
3. To meet at the office of the director of schools as often as necessary to perform the duties required;
4. To advertise for bids and let contracts authorized by the Board;
5. To serve as the purchasing agent for the Board;
6. To examine all accounts authorized by the Board and ensure that the approved budget is not exceeded;
7. To submit for approval at each regular meeting of the Board a full report of all business transacted since the last regular meeting; and
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(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