

BP013

EXECUTIVE COMMITTEE

The chairperson of the Sevier County Board of Education and the superintendent will constitute the executive committee of the Board, with the chairperson of the Board serving as the chairperson of the executive committee. The duties will 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;
3. To meet at the office of the superintendent 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.