

Weakley County Board of Education

Descriptor Code:
1.201

Duties of Officers

Revised Date:
06/15/06

CHAIRMAN

It shall be the duty of the Chairman of the Board to preside at all meetings of the Board.¹ He/She shall sign agreements, contracts and other important papers executed by the Board. He/She shall also sign the minutes, of all the meetings when they have been approved and incorporated in the permanent minute book. He/She shall appoint all committees,¹ unless the Board specifically directs otherwise, and he/she shall be an ex-officio member of all committees. He/She shall exercise all other powers and perform all other duties as ordinarily pertain to the office or devolve through action of the Board.

VICE CHAIRMAN

The vice chairman shall assume the duties of the chairman in his/her absence or function as the chairman until a new chairman can be elected in the event the chairman is incapacitated or the office becomes vacant.

CHAIRMAN PRO TEM

A chairman pro tem shall be elected to preside during a meeting when neither the chairman nor the vice chairman is present.

Legal References:

1. TCA 49-2-205

Cross References:

Duties and Powers of the Board 1.101
Duties of Board Members 1.202