

Weakley County Board of Education



Monitoring:

Descriptor Term:

Duties of Officers

Descriptor Code:

1.201

Issued Date:

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CHAIRMAN

It shall be the duty of the Chairman of the Board to preside at all meetings of the Board.¹ S/he shall sign agreements, contracts and other important papers executed by the Board. S/he shall also sign the minutes, of all the meetings when they have been approved and incorporated in the permanent minute book. S/he shall appoint all committees,¹ unless the Board specifically directs otherwise, and s/he shall be an ex-officio member of all committees. S/he 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 Reference:

¹ TCA 49-2-205

Cross References:

1.101 Role of the Board of Education
1.202 Duties of Board Members