

MANCHESTER CITY SCHOOLS

Policy Manual

Descriptor Code: 1.201 Duties of Officers
Issued Date: 10/04/10
Rescinds: 1.201 Duties of Officers
Rescind Date: 11/10/96
Review Month: July/August

CHAIRMAN

The chairman of the Board shall have the following duties:

- To assist the director of schools in preparing meeting agendas;
- To preside at all meetings of the Board;¹
- To appoint committees authorized by the Board;¹
- To function as chairman of the executive committee;¹
- To countersign all warrants authorized by the board and issued by the director of schools for all expenditures of the school system;¹
- To conduct Board hearings;²
- To prepare the school budget with the director of schools;³
- To authorize the use of mechanical check writing equipment;⁴
- To certify the value of surplus property valued less than \$250;⁵
- To seek legal advice on behalf of the Board and inform the Board of the nature of the legal advice sought and the advice received not later than the next board meeting; and
- To carry out other such duties as may be assigned by 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. The vice chairman shall perform such other duties as may be assigned by the Board.

SECRETARY

The director of schools, as the executive officer of the board, shall serve as secretary to the Board. He/she shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports required by the Board, and see that such reports are in proper form. He/she has the right to advise on any question under consideration but has no vote.

The Board may assign the keeping of the minutes to the secretary to the director of schools; however, the responsibility resides with the director of schools.

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.](#)
2. [TCA 49-5-512\(a\)\(5\)\(6\).](#)
3. [TCA 49-2-203\(a\)\(10\)\(A\)\(i\).](#)
4. [TCA 49-2-113.](#)
5. [TCA 49-6-2007](#)

Cross References

[1.101 Role of the Board of Education](#)

[1.202 Duties of Board Members](#)

MANCHESTER CITY SCHOOLS
Policy Manual