

BOARD POLICY
DUTIES OF THE EXECUTIVE DIRECTOR

CODE: CEB

The Okefenokee RESA Executive Director shall:

- 1) Serve as Secretary to the Okefenokee RESA Board of Control.
- 2) Prepare an agenda for each Okefenokee RESA Board of Control meeting in cooperation with the Okefenokee RESA Board of Control Chairperson in conformity with board policy.
- 3) Comply with all legal and policy requirements relative to the posting of meeting notices and the preparation of the minutes.
- 4) Administer the Okefenokee RESA Board and all RESA programs in accordance with the laws of the state, rules, and regulations of the Georgia State Board of Education, and the policies adopted by the Okefenokee RESA Board of Control.
- 5) Provide educational leadership to the Okefenokee RESA staff.
- 6) Keep abreast of current trends in education and recommend to the Okefenokee RESA Board of Control desirable.
- 7) Act as advisor to the Okefenokee RESA Board of Control in areas needing policy development or revision and assist in formulating policies by providing the Okefenokee RESA Board of Control with necessary data and information.
- 8) Administer Okefenokee RESA Board of Control policies, either personally or by assuring the implementation of policies and regulations, through delegation to appropriate staff.
- 9) Prepare a detailed annual Okefenokee RESA budget, interpret and present it to the Okefenokee RESA Board of Control for adoption.
- 10) Deposit and disburse all Okefenokee RESA funds and make monthly financial reports to the Okefenokee RESA Board of Control.
- 11) Direct the expenditures of the Okefenokee RESA funds, and those of any programs, within the adopted budget and maintain proper accounting for such funds subject to annual audit by the State Auditor.
- 12) Assist supervisors in the development, improvement, and evaluation of all Okefenokee RESA personnel, programs and services.
- 13) Recruit and recommend professionally qualified personnel for the Okefenokee RESA.
- 14) Recruit and recommend clerical and other non-certified personnel.

Adopted: April 22, 2003

Last Revised: August 23, 2017

OKEFENOKEE RESA BOARD OF CONTROL

**BOARD POLICY
DUTIES OF THE EXECUTIVE DIRECTOR**

CODE: CEB

- 15) Develop, maintain and adjust, as needed, a file of job descriptions for all Okefenokee RESA personnel.
- 16) Monitor and evaluate the services of all personnel.
- 17) Prepare the annual calendar for review and adoption by the Okefenokee RESA Board of Control.
- 18) Assist the Okefenokee RESA Board of Control in the continuous evaluation of Okefenokee RESA's programs and services.
- 19) Carry out the responsibilities in the Executive Director's Job Description.
- 20) In cases where action must be taken within the RESA unit where the Okefenokee RESA Board of Control has provided no guidelines for administrative action, the Executive Director shall have the power to act. His/her decisions shall be subject to review by action of the Okefenokee RESA Board of Control at its regular meeting. It shall be duty of the Executive Director to inform the Board promptly of such action and of the need for the action.

Adopted: April 22, 2003
Last Revised: August 23, 2017

OKEFENOKEE RESA BOARD OF CONTROL