

2022

County Officials Orientation Program

Mayors/Executives Items of Importance

- ◇ Bring your Oath of office, have it affirmed (including signing) and file with County Clerk. Sample Oaths can be found on CTAS web site→Reference→Sample Documents→Oaths of Office.
- ◇ Surety bond or insurance is approved by the Commission/County Legislative Body. Record the bond with Register of Deeds and file with County Clerk within 40 days after the election or 20 days after the term of office begins. If obtaining insurance, record the certificate of insurance with the Register of Deeds.
- ◇ Consultant with county attorney prior to making any personnel decisions (firing employees).
- ◇ Review records' management guidelines before destroying any records. If applicable, seek the approval of the county's public record commission, see CTAS-197.
- ◇ Review policies:
 - Financial/Purchasing policies – check with budget/finance office for copies
 - Personnel policy - check with county clerk office for copy
 - Ethics policy – check with county clerk office for copy
- ◇ Review financial information:
 - FY23 (Fiscal Year) budget. Newly elected officials have thirty (30) days from taking office to file a salary suit or sign a letter of agreement.
 - Prior audit findings (can also find on the TN Comptroller's web site – Local Gov't Audit)
 - List of Fixed/Capital assets - verify these
 - Internal controls, risk assessments, and internal office policies and procedures.
- ◇ Review boards and commissions to which you make appointments. Appointments are made at the September meeting.
- ◇ Review committees of the County Legislative Body.