



Board Policy 5

ROLE OF THE BOARD CHAIR

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the Organizational Meeting and afterwards at any time determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. Thereafter, the Board entrusts to its Chair primary responsibility for providing leadership and guidance to the Board. Participation in leadership and Board Chair orientation and Professional Development is recommended and considered desirable.

The Board delegates to the Chair the following powers and duties:

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the Education Act and the policies and procedures as established by the Board.
2. Prior to each Board meeting, confer with the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. Perform the following duties during Board meetings:
 - 3.1. Ensure that all issues before the Board are well stated and clearly expressed.
 - 3.2. Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
 - 3.3. Direct the discussion by trustees to the topic being considered by the Board.
 - 3.4. Ensure that each trustee present in the meeting votes on all issues before the Board.
 - 3.5. Extend hospitality to trustees, officials of the Board, the press, and members of the public.
 - 3.6. Cause to be excluded from the meeting any person who, in the opinion of the Chair, is guilty of improper conduct at that meeting.
4. Keep informed of significant developments within the Division.
5. Keep the Superintendent and the Board informed of all matters coming to their attention that might affect the Division.
6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
7. Convey directly to the Superintendent such concerns as are related to them by trustees, parents, students or employees which may affect the administration of the Division.

8. Bring to the Board all matters requiring a corporate decision of the Board.
9. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
10. Act as ex-officio member of all committees appointed by the Board.
11. Act as a signing officer for the Division for all documents required by law or as authorized by actions of the Board.
12. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
13. Ensure that the Board engages in regular assessments of its effectiveness as a Board.
14. Address inappropriate behaviour of a Trustee.
15. Provide opportunity to the Vice-Chair to act in the capacity of the Chair at select meetings of the Board.
16. Assist with the Board Trustee Orientation program and ensure participation for all new and returning Trustees.
17. Be responsible to ensure that the Board of Trustees is aware of the contents of the Superintendent's contract and ensure that the Board meets all the requirements of the contract.

Reference: Education Act, Section 60, 61, 65
Revised: April 22, 2020, January 2009