

## Policy 5

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### 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 thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility for providing leadership and guidance.

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

1. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group and for the Division when there are potential political implications.
2. 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.
3. The Board Chair is responsible for preparing an agenda for Board meetings in consultation with the Superintendent.
4. Perform the following duties during Board meetings:
  - 4.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
  - 4.2 Conduct all meetings of the Board according to the following rules of order firstly, ensuring compliance with the Education Act; secondly, compliance with the Board's own policies and lastly where the Education Act or the Board's own policies do not address the matter, "Robert's Rules of Order" shall govern the conduct of meetings, where applicable.
  - 4.3 Ensure that all issues before the Board are well-stated and clearly expressed;
  - 4.4 Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration;
  - 4.5 Ensure that debate is relevant. The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;

- 4.6 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any two members duly moved;
- 4.7 Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
- 4.8 Ensure that each trustee present votes on all issues before the Board;
- 4.9 Extend hospitality to trustees, officials of the Board, the press, and members of the public.
5. Keep informed of significant developments within the Division.
6. Be responsible to ensure that the Board is fully aware of the contents of the Superintendent's contract and for ensuring that the Board meets all the requirements of the contract.
7. Review, approve or deny the Superintendent's vacation and sick leave entitlements and expenditure claims on a monthly basis.
8. Review, approve or deny Trustee expenditure claims.
9. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
10. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
11. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the Division.
12. Provide counsel to the Superintendent, when requested to do so.
13. Bring to the Board all matters requiring a corporate decision of the Board.
14. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
15. Act as a signing officer for the Division.
16. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
17. Present, or arrange for another Trustee to present, Spiritual Leadership scholarships.
18. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

19. Make Trustee appointments to internal committees and name representatives to external committees or organizations.

20. Address inappropriate behavior on the part of a trustee.

21. Act as ex-officio non-voting member of all Board committees

Legal Reference: Section 6 Local Authorities Election Act  
Section 51, 52, 53, 54, Education Act  
Board Procedures Regulation  
Local Authorities Election Act

First Reading: March 11, 2008  
Second Reading: March 11, 2008  
Third Reading: April 8, 2008

First Reading December 11, 2012  
Second Reading January 08, 2013  
Third Reading March 12, 2013

First reading June 9, 2020  
Second reading September 8, 2020 *proposed*  
Third Reading September 8, 2020 *proposed*