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## **BACKGROUND**

The Board of Trustees recognizes the leadership role of the Chair. In the *Education Act*, the necessity of holding an organizational meeting and the election of Chair and Vice-Chair is stipulated. Therefore, the Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Board Chair primary responsibility for providing leadership and guidance.

### **Specific Responsibilities**

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

1. Perform the following duties during Board meetings:
  - 1.1 Preside over all Board meetings and ensure that such meetings are conducted in accordance with legislation and the policies as established by the Board.
  - 1.2 Maintain the order, proper conduct and decorum of the meeting.
  - 1.3 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration. The Board Chair ensures that debate is relevant.
  - 1.4 Extend hospitality to trustees, officials of the Board, the press and members of the public.
2. Act as the official spokesperson expressing the collective will of the Board. The Chair may delegate this role to another individual or group.
3. Be in regular contact with the Superintendent in relation to specific role responsibilities.
4. Bring to the Board all matters requiring a corporate decision of the Board.
5. Serve on designated committees and act as an ex-officio member on any other Board committees.
6. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
7. Help trustees fulfill their role in a positive manner and encourage a sense of teamwork and cooperation.
8. Assist with the Board's orientation program for trustees.
9. Ensure the Board engages in regular assessments of its effectiveness as a Board.
10. Review, process and approve the Vice-Chair's expenditure claims, in accordance with Board policy and current administrative procedures.



## **POLICY 5 ROLE OF THE BOARD CHAIR**

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11. Act as a signing authority for Board minutes.
12. Act as a signing authority for the Division.
13. Act on behalf of the Superintendent in his/her inability to act due to conflict of interest.
14. To exercise any other function as directed by the Board.

### **Legal Reference:**

- Section 33, 51, 52, 53, 64, 67 Education Act
- Board Procedures Regulation