

## **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 during the pleasure of the Board.

The Board Chair shall:

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act and the policies and procedures as established by the Board.
2. Prior to each Board meeting, confer with the Superintendent and Vice-Chair 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 Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration.
  - 3.3 Direct the discussion by trustees to the topic being considered by the Board.
  - 3.4 Ensure that each trustee present votes on all issues before the Board. When appropriate, advise Board members of a possibility of a conflict of interest.
  - 3.5 Extend hospitality to trustees, officials of the Board, the press, and members of the public.
4. Keep informed of significant developments within the Division.
5. Keep the Superintendent and the Board informed of all matters coming to his/her 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. Bring to the Board all matters requiring a corporate decision of the Board.
8. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.

9. Act as ex-officio member, with voting privileges, of all committees appointed by the Board.
10. Act as a signing officer for the Division.
11. Review, approve and sign expense claims of the Superintendent.
12. Represent the Board, or arrange alternative representation, at official meetings including those called by the ASBA and PSBAA for Board Chairs.

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

1. Be familiar with basic meeting procedures.
2. Perform the following duties during Board meetings:
  - 2.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
  - 2.2 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 they must speak to the question.
  - 2.3 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 member duly moved.
  - 2.4 Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
3. Assist with the Board's orientation program for trustees.
4. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents or students that may affect the administration of the Division.
5. Provide counsel to the Superintendent.
6. Review and approve monthly the Superintendent's vacation entitlement, sick leave and expenditure claims.
7. The Chair along with one other trustee will review and sign-off on expense claims of the Vice Chair.
8. Act as a signing authority for Board minutes.
9. Address inappropriate behavior on the part of a trustee.

10. Administer the Superintendent contract provisions including monthly approval of expense claims, vacation and sick leave.

Legal Reference: Section 60, 61, 62, 64, 65, 67, 70, 72, School Act  
Section 6 Local Authorities Act

**Adopted: August 2004**

**Revised: August 2009**

**Reviewed: November 2009**

**November 2013**

**October 2014**