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## **ROLE OF THE BOARD CHAIR**

The Board of Education shall at its first inaugural meeting *elect* one of its members to serve as Board Chair, to hold office at the pleasure of the Board. Voting shall be by secret ballot, unless the position is acclaimed. Subsequently at the midpoint of the Board term of office the Board shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The Chair has no authority to either make decisions beyond policy created by the Board or to supervise or direct staff.

Specific Responsibilities:

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

1. Prior to each Board meeting, meet with the Vice-Chair, the Superintendent and Secretary-Treasurer to determine the items to be included in the agenda, and to become thoroughly familiar with them.
2. To chair all public and special closed (In-Camera) Board meetings and ensure that such meetings are conducted in accordance with the [School Act](#), the bylaws, policies and procedures as established by the Board and that meetings are chaired according to Robert's Rules of Order.
3. To perform the following duties during Board meetings:
  - 3.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
  - 3.2 To ensure that issues being presented for the Board's consideration are clearly articulated and explained.
  - 3.3 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that a Board decision can be reached.
  - 3.4 To direct the discussion by trustees to the topic being considered by the Board.
  - 3.5 Decide questions of order and procedure, subject to an appeal to the rest of the Board. They will speak to points of order in preference to other members.
  - 3.6 Determine disposition of each motion by a formal show of hands except where a ballot is required/used.
4. To be in regular contact with the Superintendent to maintain a working knowledge of current issues and events within the District.

5. To bring to the Board all matters requiring a corporate decision of the Board.
6. To act as chief spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual or group).
7. To act as a signing officer for the District.
8. To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government or other organizations or at hearings. When representing the Board at official meetings or in an official function, the Chair is limited to speaking for positions the Board has determined through passing motions. The Chair shall bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The Chair shall share with the Board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.
9. To ensure that the Board engages in regular assessments of its effectiveness as a Board.
10. Make Trustee appointments to:
  - 10.1 Representative to organizations; and
  - 10.2 Board committees.
11. Address inappropriate behaviour on the part of a trustee as per Policy 4 sanctions.
12. Assist with the Board orientation program for new trustees.
13. Manage the CEO contract on the Board's behalf by bringing any relevant matters to the Board's attention in a timely manner. In addition, each month the Chair shall sign off on the Superintendent's expenses as well as vacation and sick leave, days earned, taken and accumulated.

Legal Reference: Sections 65, 67, 69, 70, 85 School Act

Adopted: December 15, 2020