

## Board Policy 5

### Role of the Board Chair

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

The Board, at each annual 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 Chair primary responsibility for providing leadership and guidance.

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 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
  - 3.2 Ensure that all issues before the Board are well-stated and clearly expressed.
  - 3.3 Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration.
  - 3.4 Ensure that debate is relevant. The Chair, in keeping with the responsibility to ensure that debate must be relevant to the question, shall, when it is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
  - 3.5 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.
  - 3.6 Ensure motions are completed procedurally.

- 3.7 Ensure that each Trustee present votes on all issues before the Board. When appropriate, advise Trustees of potential conflicts of interest.
- 3.8 Extend greetings to those involved officially in the meeting.
4. Participate at their discretion in committee meetings as ex officio, but not as a voting member, except for full participation in the Finance Committee and any specific appointment to an Ad Hoc Committee.
5. Keep informed of significant developments pertaining to the Division, and share, as appropriate, with the Board.
6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events, and “when required”, provide counsel to the Superintendent.
7. Bring to the Board all matters requiring a corporate decision of the Board.
8. Act as the chief spokesperson for the Division, except for those instances where the Board has delegated this role to another individual or group.
9. Act as a signing officer for the Division for corporate contracts and Board minutes.
10. Review with the Secretary-Treasurer, and then approve, the monthly expense claims of the Trustees.
11. Review with the Secretary-Treasurer, and then approve, monthly expense claims of the Superintendent.
12. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
13. Address inappropriate behavior on the part of a Trustee in accordance with Policy 4 – Trustee Code of Conduct.
14. Ensure that the Board engages in regular assessments of its effectiveness as a Board.
15. Ensure that the Board engages in an annual evaluation of the Superintendent (in accordance with Policy 12).
16. With the Vice-Chair, annually review the Trustee Handbook and ensure its applicability for Trustee orientation.

Reference: Sections 33, 51, 52, 53, 64, 67 – Education Act; Section 6 Local Authorities Election Act  
Board Policies 4 and 12