

ROLE OF THE BOARD CHAIR

The Board of Trustees, 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 ability of the Board to discharge its obligations in a responsible and effective manner is significantly influenced by the quality of leadership provided by the Board.

The Board entrusts to its Chair primary responsibility for providing leadership to the Board.

The major duties and responsibilities of the Board Chair are to:

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the *Education Act*, Board Policies, and any operating procedures established by the Board, the exception being Committee of the Whole (public) Meetings, which shall be chaired by a Trustee other than the Board Chair, as per Policy 7.
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. Be familiar with basic meeting procedures.
4. Perform the following duties during Board meetings:
 - 4.1 Maintain the order, proper conduct and decorum of the meeting so that motions may be formally debated.
 - 4.2 Ensure that all matters before the Board are well stated and clearly expressed.
 - 4.3 Display firmness, courtesy, tact and impartiality, ensuring that each Trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
 - 4.4 Direct the discussion by Trustees to the topic being considered by the Board, ensuring that debate is relevant. The Board Chair 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.

- 4.5 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board 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. The Chair shall 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, the most recent edition of "Robert's Rules of Order" shall govern the conduct of meetings, where applicable.
 - 4.6 Ensure that deliberations at meetings are timely, fair, orderly and thorough, but also efficient, limited to time, and kept to the point.
 - 4.7 When appropriate, the Board Chair will personally consider, and request that all Trustees consider any possibility of conflict of interest.
 - 4.8 Ensure that courtesy and respect are extended to Trustees, officials of the Board, the press, and members of the public.
- 5. Assist with the Board's orientation program for Trustees as per Policy 3.
 - 6. Keep informed of significant developments within the Division.
 - 7. Keep the Superintendent and the Board informed of all matters coming to his/her attention that might affect the Division.
 - 8. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
 - 9. Bring to the Board all matters requiring a corporate decision of the Board.
 - 10. Be responsible to ensure the Board of Trustees is fully aware of the Superintendent's Contract contents, via an annual review, ensuring the Board meets all requirements of the contract.
 - 11. As outlined in Administrative Procedure 151 – Channels of Communication, ensure Trustees receiving complaints from parents, groups or community members will refer the parent or public member back to the school or department and will inform the Superintendent of the complaint, as outlined in Administrative Procedure 152 – Community Member Concern Protocol.
 - 12. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
 - 13. Act as ex-officio member, with voting privileges, of all committees appointed by the Board.
 - 14. Act as a signing authority for meetings of the Board that follow a minute format.

15. Act as a signing authority for the Division on select documents, as required.
16. Represent the Board, or arrange alternative representation, at official meetings.
17. Ensure that the Board engages in regular assessments of its effectiveness as a Board.
18. Review and approve Trustee expenditure claims, when associated with Trustee General funds.
19. Ensure that the auditor's report is brought to the Board for its review.
20. Annually review Policy 4 - Trustee Code of Conduct with the Board of Trustees.
21. Address inappropriate behaviour on the part of a Trustee in accordance with Appendix A of Policy 4.

Reference:

[Board Procedures Regulation AR 82/2019](#), *Education Act*
[Board Policy 3: Role of the Trustee](#)
[Board Policy 4: Trustee Code of Conduct](#)