

Policy 5

ROLE OF THE BOARD CHAIR

At its November Meeting the Board shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board. In accordance with the School Act, a majority of the Board may elect a new Chair at any time. In the event of the office becoming vacant during the year, a new Board Chair shall be elected in a manner similar to that followed in the election of the Board Chair at the November Meeting.

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

1. Act as the official spokesperson for the Board, except for those instances where the Chair has delegated this role to another individual. In doing so the spokesperson shall refrain from expressing personal viewpoints when speaking for the Board as a whole.
2. Determine liaison assignments and assign trustee representatives to external committees.
3. 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, and where those are silent, Robert's Rules of Order.
4. Prior to each Board meeting confer with the Superintendent, Vice Chair and Secretary-Treasurer on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
5. Perform the following duties during Board meetings:
 - 5.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
 - 5.2 Ensure that all issues before the Board are well-stated and clearly expressed.
 - 5.3 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that collective opinion can be developed and a corporate decision reached.
 - 5.4 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 or is repetitive, remind members that they must speak to the question and provide new information.
 - 5.5 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.
 - 5.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands.

- 5.7 Extend hospitality to trustees, officials of the Board, the media and members of the public.
6. Keep informed of significant developments within the District.
7. Assist with the Board's orientation program for new trustees.
8. Keep the Board and Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the District.
9. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
10. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the District.
11. 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 the Superintendent expenses as well as vacation and sick leave, days earned, taken and accumulated.
12. Bring to the Board all matters requiring a corporate decision of the Board.
13. Act as ex-officio non-voting member of all Board committees to which the chair has not been appointed.
14. Act as a signing officer for the District.
15. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
16. Ensure that inappropriate trustee behavior is addressed by the chair or taken to the Board for resolution.
17. Ensure the Board engages in regular assessments of its effectiveness as a Board.

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