

ROLE OF THE BOARD CHAIR

At its inaugural meeting following a general local election, and for the following three years, at the regular November meeting, the Board shall elect one 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 safeguarding the integrity of the Board's processes and representing the Board to the broader community.

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

1. Prior to each Board meeting, confer with the Vice-Chair and Superintendent on the items included on the agenda, and become thoroughly familiar with them.
2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act, the policies and procedures as established by the Board, and *Robert's Rules of Order*.
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 Ensure 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.
 - 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.
 - 3.5 Makes recommendations for board representative appointments to the Board of Education
4. Keep informed of significant developments within the District.
5. Keep the Superintendent and the Board informed of all matters coming to their attention that might affect the District.
6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
7. Convey directly to the Superintendent such concerns or questions as are related to them by trustees, parents, students or employees which may significantly affect the administration of the District.
8. Bring to the Board all matters requiring a corporate decision of the Board.
9. Act as the chief spokesperson for the Board by stating positions consistent with Board direction and policies (except for those instances where the Board has delegated this role to another individual or group).

10. Act as ex-officio member of all committees appointed by the Board.
11. Act as a signing officer for the District.
12. Serve as an officer of the Board authorized to witness the use of the Board's corporate seal.
13. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
14. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

Legal Reference: Section 67, School Act

Board Minutes

Volume 35 Page 90 Policy I-A-1 Modus Operandi – Board of School Trustees
Volume 35 Page 142 Policy I-A-1 Modus Operandi – Board of School Trustees
Volume 36 Page 27 Policy I-A-1 Modus Operandi – Board of School Trustees
Volume 38 Page 94 Policy I-A-1 Modus Operandi – Board of School Trustees
Volume 40 Page 89 Policy I-A-1 Modus Operandi – Board of School Trustees
May 1999 Volume 41 Page 64 Policy I-A-1 Modus Operandi – Board of School Trustees
June 2005 Volume 47 Page 78 Policy 5 Role of the Board Chair
March 2006 Volume 48 Page 27
September 2008 Volume 50 Page 91
January 24, 2017 Board Meeting
April 9, 2024 Board Meeting