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## **Board Policy 6 - Role of the Board Chair**

### **ROLE OF THE BOARD CHAIR**

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

At its inaugural public meeting following a general local election, and for the following three (3) years, at the regular 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 inaugural meeting.

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 School Act and the policies and procedures as established by the Board and where those are silent, Robert's Rules of Order.
2. Prior to each Board meeting, consult with the trustees and 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 in order that collective opinion can be developed and a corporate decision reached;
  - 3.4 Ensure that debate is relevant. The Chair, in keeping with their responsibility to ensure that debate must be relevant to the question, shall, when they are 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.
  - 3.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
  - 3.7 Extend hospitality to other trustees, officials of the Board, the press and members of the public.
4. Keep informed of significant developments within the District.
  5. Keep the Board and the Superintendent informed in a timely manner of all matters coming to their attention that might affect the educational opportunities in the District.
  6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events and be the conduit for all trustees with questions and comments for the Superintendent.
  7. Convey directly to the Superintendent questions and concerns as are related to them by trustees, parents, students or employees which may affect the administration of the District.
  8. Bring to the Board all matters requiring a decision of the Board.
  9. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
  10. Act as an ex-officio member of all committees appointed by the Board.
  11. Act as a signing officer for the District.
  12. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
  13. Assign trustees to committee positions, school liaisons and community liaison roles
  14. Address inappropriate behaviour on the part of a trustee as per Policy 5, Trustee Code of Conduct.
  15. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

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