

## POLICY 5

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### ROLE OF THE BOARD CHAIR

Trustees shall elect a Board Chair at the annual Organizational Meeting of the Board. The Board Chair is accountable to the Board and may be removed from office at any time by a simple majority of Trustees at a regular or special meeting of the Board. In general, the Board Chair is responsible for the integrity of the governing process in the Division.

#### Specific Responsibilities

The Board Chair:

1. Shall provide governance leadership to the Board and ensure that the Board operates in accordance with its own policies and procedures and the requirements of provincial legislation.
2. Serves as the Board's official spokesperson except in those instances where the Board has delegated this function to another individual or committee.
3. Presides over all regular and special meetings of the Board.
4. Keeps informed of significant education developments at both the Division and provincial levels.
5. Represents the Board, or arranges alternative representation, at all official meetings and functions within and outside the Division.
6. Works closely with the Vice-Chair and Superintendent in the preparation of agendas for Board meetings.
7. Serves as an ex-officio member, with voting privileges, on all Board committees. There may be instances where the Board Chair is elected to a committee thereby negating the need for an ex-officio member.
8. Keeps the Trustees and Superintendent informed on all matters that have been brought to his/her attention that might affect education within the Division.
9. Maintains regular contact with the Superintendent to maintain a working knowledge of current issues and events in the Division.
10. Brings to the Board all matters requiring a corporate decision of the Board.
11. Periodically reviews the Trustee Code of Conduct with Board members.
12. Ensures that new Trustees are familiar with the Trustee Code of Conduct as part of the new Trustee orientation process.

13. Ensures that the Board engages in regular reviews of its effectiveness as a Board.
14. Ensures the auditor's report is brought to the Board for its consideration.
15. Serves as a signing authority for the Division.
16. Authorizes monthly expense claim, vacation entitlement and sick leave for the Superintendent.
17. Performs the following duties during Board meetings:
  - 17.1. Conducts meetings in accordance with the rules and procedures established by the Board and where those are silent, Robert's Rules of Order.
  - 17.2. Maintains the order and proper conduct and decorum of the meeting so that motions may be formally debated.
  - 17.3. Ensures that all issues before the Board are well-stated and clearly expressed.
  - 17.4. Ensures 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.
  - 17.5. Ensures that debate is relevant. The Board 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, remind members that they must speak to the question.
  - 17.6. Decides question 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.
  - 17.7. Ensures that each Trustee present votes on all issues before the Board.
  - 17.8. Extends such hospitality to Trustees, officials of the Board, the press, delegations and members of the public as is appropriate.
  - 17.9. Facilitates meetings so that the will of the Board is achieved.
18. Addresses privately inappropriate behaviour on the part of a Trustee.

Legal Reference: Section 33, 51, 52, 53, 64, 67 Education Act  
Board Procedures Regulation