

Policy 7

ROLE OF THE DEPUTY CHAIR

In order to build system capacity the Board has chosen to institute the concept of a deputy chair position. The deputy chair serves in accordance with a rotation approved at the annual organizational meeting. The role consists of chairing the closed session portion of all regular, special and committee of the whole (formerly Management meeting) Board meetings. A trustee selected to the deputy chair position normally serves for a period of three months.

1. Specific duties include:
 - 1.1 Ensure that such meetings are conducted in accordance with *The Education Act, 1995* the policies and procedures as established by the Board and Robert's Rules of Order;
 - 1.2 Maintain the order and proper conduct and decorum of the meeting;
 - 1.3 Display firmness, courtesy, tact, and impartiality;
 - 1.4 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board;
 - 1.5 Ensure 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 issue;
 - 1.6 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;
 - 1.7 Sign off monthly expense form for the Vice-Chair. If the Deputy Chair is the Vice-Chair then the sign off will be the previous Deputy Chair in the schedule.

2. Schedule for Deputy Chair

• October, November, December, 2017	John McIvor
• January, February, March, 2018	Darlene Rowden
• April, May, June, 2018	Jaimie Smith-Windsor
• September, October, November, 2018	Michelle Vickers
• December, 2018, January, February, 2019	Bill Yeaman
• March, April, May, 2019	Bill Gerow
• June, September, October, 2019	Grant Gustafson
• November, December, 2019, January, 2020	Arne Lindberg
• February, March, April, 2020	John McIvor
• May, June, September, 2020	Darlene Rowden
• October 2020	Jaimie Smith-Windsor

In the absence of the Deputy Chair for any meeting, the meeting shall be chaired by the previous Deputy Chair.

Legal Reference: Section 72, 104 (1), *The Education Act, 1995*