

Policy 5

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.

The Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

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

1. The Board Chair shall have the duties and powers conferred by *The Education Act, 1995*, and shall assume such other responsibilities as may be required by formal resolution of the Board.
2. Preside over the public portion of all regular and special Board meetings and ensure that such meetings are conducted in accordance with *The Education Act, 1995* and the policies and procedures as established by the Board and where those are silent, Robert's Rules of Order.
3. Prior to each Board meeting, confer with the Director on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them. The Board Chair will ensure the items from the Board work plan are included in the agenda.
4. Perform the following duties during Board meetings:
 - 4.1 Preside over Board meetings and 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;
 - 4.2 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 4.3 Display firmness, courtesy, tact, and impartiality;
 - 4.4 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;
 - 4.5 Ensure that debate is relevant. The Board 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;
 - 4.6 Decide questions of order and procedure. The Board Chair may speak to points of order in preference to other members;
 - 4.7 Submit motions or other proposals to the final decision of the meeting by a formal vote;
 - 4.8 Extend hospitality to other trustees, officials of the Board, the press, and members of the public.
 - 4.9 Direct trustee queries of administration to the Director for response.

5. Keep informed of significant developments within the Division.
6. Keep the Board and the Director informed in a timely manner of all matters coming to their attention that might affect the educational opportunities in the Division.
7. Be in regular contact with the Director to maintain a working knowledge of current issues and events.
8. Convey directly to the Director such concerns as are related to them by trustees, parents, students or employees which may affect the administration of the Division.
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 (non-voting) member of all committees appointed by the Board unless determined otherwise by specific Board motion.
11. Be a standing member of the Out-of-Scope Committee.
12. Act as a voting member of any committee specifically appointed to by Board resolution.
13. Act as a signing officer for the Division.
14. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
15. Review and approve the Director's monthly expense claim, vacation entitlement report and sick leave report in accordance with the Director of Education's contract provisions. Administer any other provisions of the Director's contract on behalf of the Board.
16. The Board Chair with the assistance of the Vice-Chair and Director will assist in resolving situations in which the trustee remuneration guidelines do not provide specific enough direction.
17. Name trustees to serve on ad hoc committees and ensure each committee establishes a term of reference and annual work plan including timelines for task completion.
18. Address inappropriate behaviour on the part of a trustee in collaboration with the Vice-Chair as noted in Policy 4 – Trustee Code of Conduct.
19. Receive and forward any harassment complaints that involve the Director.
20. Sign off monthly expense claims for all trustees except the Vice-Chair.

21. In consultation with the Vice-Chair ensure the Board develops and implements an orientation program for newly elected trustees.
22. Ensure that the Board engages in regular (annual) assessments of its effectiveness as a Board and ensure that the Board's Positive Path Forward is implemented and reported on, at least twice per year.

Revised: November 26, 2018; March 8, 2021; June 5, 2023