

## Policy 5

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### ROLE OF THE BOARD CHAIR

The Board Chair shall assure the integrity of the Board's processes, represent the Board to outside parties and speak for the Board.

The Board Chair shall hold office at the pleasure of a majority of the Board until the next organizational meeting, and shall be eligible for re-election. 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 organizational 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 Education Act, and the policies as established by the Board and where those are silent, Robert's Rules of Order.
2. Prior to each Board meeting, confer with the Vice-Chairs and the Director 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 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.
  - 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 Division.

5. Keep the Board and the Director informed in a timely manner of all matters coming to his/her attention that might affect the educational opportunities in the Division.
6. Be in regular contact with the Director to maintain a working knowledge of current issues and events.
7. Convey directly to the Director such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the Division.
8. Provide counsel to the Director, when requested to do so.
9. Bring to the Board all matters requiring a decision of the Board.
10. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
11. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
12. Represent the Board to outside parties by stating positions consistent with its policies, resolutions and bylaws.
13. Act as an ex-officio member of all committees appointed by the Board.
14. Act as a signing officer for the Division.
  - 14.1 Approving all Trustee expense accounts.
  - 14.2 Approving monthly Director expense accounts and leave benefit entitlement form.
  - 14.3 Countersigning through electronic means or the cheque writer imprinted signature all cheques issued by the Division.
  - 14.4 Signing contracts as approved by Board motion excluding personnel contracts other than senior staff contracts.
15. Respectfully address inappropriate behaviour on the part of a trustee.
16. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

Reference: Sections 72, 104 Education Act