

<b><i>Policy Manual</i></b>	Policy 4 TITLE: Role of the Board Chair APPROVED: May 26, 2009 AMENDED/REVIEWED: February 28, 2023
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LEGAL REFERENCE: Section 33, 51, 52, 53, 64, 67 Education Act; Board Procedures Regulation	

## **Policy**

The Board of Trustees, at the organizational meeting and afterwards at any time 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 entrusts to its Chair primary responsibility for providing leadership and guidance.

## **Guidelines and Procedures**

The Board Chair shall:

1. Provide governance leadership to the Board so that the Board and individual Trustees operate in accordance with the Board's policies and the requirements of provincial legislation;
2. Preside over all Board meetings and committees of the whole, and ensure that such meetings are conducted in accordance with the *Education Act* and the policies and procedures established by the Board;
3. Prior to each Board meeting, confer with the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them;
4. Perform the following duties during Board meetings:
  - 4.1 Ensure that all issues before the Board are well stated and clearly expressed;
  - 4.2 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;
  - 4.3 Direct the discussion by Trustees to the topic being considered by the Board;
  - 4.4 Ensure that each Trustee present votes on all issues before the Board; and
  - 4.5 Extend hospitality to Trustees, officials of the Board, the press and members of the public.
5. Keep informed of significant events and concerns within the Division;
6. Keep the Superintendent and the Board informed of all matters coming to their attention that might affect the Division;
7. Be the primary liaison between the Board and the Superintendent;
8. Be the public and media spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group;

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9. Act as ex-officio member, with voting privileges, of all committees appointed by the Board, except where the participation and voting of the Chair on a committee would result in a quorum of the Board being formed;
10. Periodically review the Trustee Code of Conduct with Trustees;
11. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events;
12. Convey directly to the Superintendent such concerns as are related to him/her by Trustees, parents, students of employees which may affect the administration of the Division;
13. Represent the Board, or arrange alternative representation, at official meetings inside or outside the Division;
14. Act as a signing officer for the Division;
15. Ensure that the Board engages in regular assessments of its effectiveness; and
16. Ensure the auditor's report is brought to the Board for its consideration.