

Policy 6 – Role of the Board Chair

Initial Approval:	September 4, 2018		
References:	The School Division Administration Regulations, 2017, Parts 4, 8		
Date Revised:		Motion:	13381

The Board Chair shall:

1. Be elected at the Organizational Meeting of the Board each year. All members of the Board shall be eligible for election to this office.
2. Hold office 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 Chair shall be elected in a manner similar to that followed in the election of the Chair at the Organizational Meeting.

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

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with *The Education Act, 1995*, Board policies and *Robert's Rules of Order*.
2. 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.
3. Ensure that the Board operates in accordance with its own policies and procedures.
4. Perform the following duties during Board meetings:
 - 4.1. Maintain order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 4.2. Ensure that all issues before the Board are well stated and clearly expressed;
 - 4.3. Display firmness, courtesy, tact, 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 decision reached;
 - 4.5. Ensure that debate is relevant and direct the discussion by Trustees to the topic being considered;
 - 4.6. 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;
 - 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. Act as a voting member at Board Meetings in the event of a tie.

5. Keep informed of significant developments within the Division and ensure the Board is kept informed when appropriate.
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 related to them by Trustees, parents/guardians, students or employees which may affect the administration of the Division.
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 or Chair has delegated this role to another individual or group.
11. Act as a voting member of any committee specifically appointed to by Board resolution.
12. Act as a signing officer for the Division.
13. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
14. Review and approve the Director's monthly expense claim, professional development claim, vacation entitlement report and sick leave report in accordance with the Director's contract provisions. Ensure the Director's contract provisions are administered appropriately.
15. Following Policy 8 – Board Operations, Appendix B – Schedule of Remuneration and Expense Allowances, review and sign-off expense claims for the Deputy Chair and Trustees. Submit their own Trustee Expense Claim to the Deputy Chair for review and sign-off.
16. Address inappropriate behaviour on the part of a Trustee.
17. Ensure that the Board engages in regular assessments of its effectiveness as a Board.