

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 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 and procedures as established by the Board and where those are silent, Robert's Rules of Order.
2. Prior to each Board meeting, confer with the other members of the Executive Committee (Director of Education, Superintendent of Business & Operations, Chair and Vice-Chair) 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 Preside over all Board meetings and ensure that such meetings are conducted in accordance with the Education Act, the policies and procedures as established by the Board and Robert's Rules of Order;
 - 3.2 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 3.3 Ensure that all issues before the Board are well-stated and clearly expressed;
 - 3.4 Display firmness, courtesy, tact, and impartiality;
 - 3.5 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;
 - 3.6 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;
 - 3.7 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;
 - 3.8 Submit motions or other proposals to the final decision of the meeting by a formal vote;
 - 3.9 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 of Education informed in a timely manner of all matters coming to his/her attention that might affect educational opportunities in the Division.
6. Be in regular contact with the Director of Education to maintain a working knowledge of current issues and events.
7. Convey directly to the Director of Education 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 of Education, 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. Act as an ex-officio (non-voting) member of all committees appointed by the Board.
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 of Education's monthly expense claim, vacation entitlement report and sick leave report in accordance with the Director of Education's contract provisions, and the Vice-Chair's monthly expense claim in accordance with Board policy.
16. Review and sign-off trustee expense claim for the Vice-Chair and submit his own trustee expense claim to the Chair of the Business, Infrastructure and Governance Committee for review and sign-off.
17. Ensure the Director of Education's contract provisions are administered appropriately.
18. Name trustees to serve on standing and ad hoc committees.
19. Address inappropriate behaviour on the part of a trustee.
20. Receive any harassment complaints that involve the Director of Education.

Reference: The School Division Administration Regulations, 2017, Sections 14 and 39

November 6, 2018