

ROLE OF THE BOARD CHAIR

The Board of Education shall at its inaugural and annual meetings and in the event the position of Chair becomes vacant *elect* one of its members to serve as Board Chair, to hold office at the pleasure of the Board. Voting shall be by secret ballot unless the position is acclaimed.

A majority of the Board may elect a new Chairperson or Vice Chairperson at any time. [SA s.67(4)]

The Board entrusts the Chair primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community.

The Chair has no authority to either make decisions beyond policy created by the Board or to supervise or direct staff.

Specific Responsibilities

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

1. Prior to each Board meeting, meet with the Vice Chair, the Superintendent and Secretary Treasurer to determine the items to be included in the agenda, and to become thoroughly familiar with them.
2. To chair all public and closed Board meetings and ensure that such meetings are conducted in accordance with the *School Act*, the bylaws, policies and procedures as established by the Board.
3. To perform the following duties during Board meetings:
 - 3.1 Preside at all meetings in accordance with Board policy and, in the absence of policy, with 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 To ensure that issues being presented for the Board's consideration are clearly articulated and explained;
 - 3.4 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that a Board decision can be reached;
 - 3.5 To direct the discussion by Trustees to the topic being considered by the Board;
 - 3.6 Decide questions of order and procedure, subject to an appeal to the rest of the Board;
 - 3.7 Determine disposition of each motion by a formal show of hands except where a ballot is required/used"; and
 - 3.8 Provide a monthly report at each Board meeting.

- 3.9 Vacate the Chair to enter debate or propose or second a motion in which case the Vice Chairperson, if present, or another member appointed by the Chairperson, shall preside.
4. To convey directly to the Superintendent or Secretary Treasurer as appropriate any concerns or questions as are related to the Chair by Trustees, parents, students or employees which may significantly affect the administration of the District.
5. To be in regular contact with the Superintendent and Secretary Treasurer to maintain a working knowledge of current issues and events within the District.
6. To bring to the Board all matters requiring a corporate decision of the Board.
7. To act as chief spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual or group).
8. To act as ex-officio non-voting member of all standing and ad hoc Board Committees.
9. To act as a signing authority for Board minutes.
10. To act as a signing authority for the District as follows:
 - 10.1 As required by the government of BC
 - 10.2 As required by financial institutions
11. To serve as an officer of the Board authorized to witness the use of the Board's corporate seal.
12. To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government or other organizations or at hearings. When representing the Board at official meetings or in an official function, the Chair is limited to speaking for positions the Board has determined through passing motions. The Chair shall bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The Chair shall share with the Board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.
13. To ensure that the Board engages in regular assessments of its effectiveness as a Board.
14. Provide, on behalf of the Board, appropriate public comment on Board actions when requested to do so (or when, in the Chairperson's judgment, comment will improve public understanding of Board action) and written correspondence passed as motions by the Board;
15. To recommend to the Board Trustee appointments to:
 - 15.1 School liaison appointments;
 - 15.2 Representative to external organizations; and
 - 15.3 Board Committees.
16. To address inappropriate behaviour on the part of a Trustee as per policy 4 sanctions.

17. To assist with the Board orientation program for new Trustees.
18. To approve or deny all Trustee development requests, subject to Board appeal, and to bring to the Board for approval any personal Trustee development requests.
19. To manage the Superintendent and Secretary Treasurer contracts on behalf of the Board by bringing any relevant matters to the Board's attention in a timely manner. In addition, each month the Board Chair shall sign off on the expenses as well as vacation and sick leave, days earned, taken and accumulated for these two positions.
20. To approve all leaves for attending professional development for the Superintendent and Secretary Treasurer within Canada.

Legal Reference: Sections 65, 67, 69, 70, 85 School Act