

## Policy 5

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### **ROLE OF THE BOARD CHAIR AND VICE 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 (1) of its members to serve as Board Chair and Vice Chair to hold office at the pleasure of the Board.

#### **Responsibilities of the Board Chair**

The Board entrusts to its Chair primary responsibility for providing leadership and guidance. The Board delegates to the Chair the following powers and duties:

1. Prior to each Board meeting, confer with the Vice-Chair, Superintendent and/or designate on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the Education Act and the policies of the Board.
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.
  - 3.4 Ensure that debate is relevant. The Board 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 Board Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
  - 3.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
  - 3.7 Ensure that each trustee present votes on all issues before the Board.

- 3.8 Extend hospitality to trustees, officials of the Board, the press and members of the public.
- 3.9 Facilitate meetings so that the will of the Board is achieved.
4. Keep informed of significant developments within the Division.
5. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
6. Be in regular contact with the Superintendent and Vice Chair to maintain a working knowledge of current issues and events.
7. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents or students that may affect the administration of the Division.
8. Provide counsel to the Superintendent, when requested to do so.
9. Bring to the Board all matters requiring a corporate decision of the Board.
10. Act as the official spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
11. Act as ex-officio member of all committees appointed by the Board.
12. Act as a signing officer for the Division.
13. Review and approve trustee expense claims.
14. Review and approve the Superintendent's vacation entitlement, and expense claim and purchase card statements for payment.
15. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
16. Assist with the Board's orientation program for trustees.
17. Address inappropriate behaviour on the part of a trustee.
18. Act on behalf of the Superintendent in his/her inability to act due to conflict of interest.
19. Ensure that the Board engages in annual assessments of its effectiveness as a Board.

## **Responsibilities of the Board Vice Chair**

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair and the Superintendent and/or designate on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. Approve the Board Chair's expense claims.
5. The Vice-Chair shall be an alternate signing authority for the Division.
6. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.

Legal Reference: Education Act, SA 2012, c E-0.3,  
Section 6 Local Authorities Election Act