

## **ROLE OF THE BOARD CHAIR**

The Board of Trustees, at their Organizational Meeting, shall select one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The primary responsibility of the Board Chair is to provide leadership and guidance to assist members of the Board to operate effectively as a group, in order to achieve the goals established for the Division in a competent manner.

### **Specific Responsibilities**

The Board Chair shall:

1. Ensure that the Board operates in accordance with its own policies and procedures.
2. 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.
3. Call and preside over all regular and special meetings of the Board.
4. Perform the following duties during Board meetings:
  - a. Ensure that all issues before the Board are well stated and clearly expressed.
  - b. 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.
  - c. Direct the discussion by trustees to the topic being considered by the Board.
  - d. Ensure that each trustee present votes on all issues before the Board.
  - e. Extend hospitality to trustees, officials of the Board, the press, and members of the public.
5. Conduct meetings in accordance with provincial legislation and with the rules and procedures established by the Board and where those are silent, *Robert's Rules of Order*.
6. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
7. Act as a signing officer for the Division.
8. Represent the Board, or delegate duties and responsibilities, as needed.
9. Act as the chief spokesperson for the Board in conjunction with the Vice-Chair in contract negotiations with the Superintendent.

10. Keep the trustees and the Superintendent informed on all matters that might affect the educational opportunities in the Division.
11. Ensure that the Board engages in an annual self-evaluation to measure its effectiveness based on Board Policy.
12. Sign off on the Superintendent's expense claims.

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Legal Reference: Section 53,52,200 Education Act  
: Section 1, Board Procedure Regulation  
Approval Date: October 14, 2003  
Amended: April 8, 2009  
Renumbered BP 5 September 08, 2009 (Previously BP 6)  
Renumbered BP 6 September 14, 2010  
Amended: September, 2011  
Reviewed: June, 2012, January 2020  
Revised: January, 2013; October, 2013; June, 2015