



Board 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 (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Board Chair primary responsibility for providing leadership and guidance.

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

1. Act as the official spokesperson for the Board and for the Division, especially if there are potential political implications. The Chair will express the collective will of the Board with consultation, if applicable. The Chair may delegate this role to another individual or group.
2. Prior to each Board meeting, confer with the Vice-Chair, the Superintendent and/or designate on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
 - 2.1 Ensure all Board members are provided background information on substantive agenda items prior to the Board meeting.
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 and the policies and procedures as established by the Board.
 - 3.2 Be familiar with basic meeting procedures. (See Robert's Rules of Order and Board Policy 7)
 - 3.3 Maintain the order and proper conduct and decorum of the meeting.
 - 3.4 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration.
 - 3.5 The Board Chair, in keeping with their responsibility to ensure that debate must be relevant to the question, shall, when they are of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
 - 3.6 Ensure that each trustee present votes on all issues before the Board. When appropriate, advise trustees of a possibility of a conflict of interest.
4. Keep informed of significant developments within the Division.

5. Collaborate with the Superintendent to ensure a robust and relevant orientation program exists and is provided to all trustees.
6. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
7. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
8. Convey directly to the Superintendent such concerns as are related to them by trustees, parents or students that may affect the administration of the Division.
9. Provide counsel to the Superintendent upon request.
10. Review and approve the Superintendent's vacation entitlement and expenditure claims.
11. Review and approve trustee expenditure claims, in accordance with Board policy.
12. Bring to the Board all matters requiring a corporate decision of the Board.
13. Act as ex-officio member of all Board committees and serve on designated committees as stated in Policy 8 - Board Committees.
 - 13.1 Board Chair or Board Vice Chair, will serve as Chair of the:
 - 13.1.1 Policy Committee.
 - 13.1.2 Community Engagement and Advocacy Committee (CEAC).
14. Will attend the Council of School Councils meeting(s) and provide a report.
15. Act as a signing authority for Board minutes.
16. Act as a signing authority for the Division as follows:
 - 16.1 As required by the Government of Alberta.
 - 16.2 As required by financial institutions.
17. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
18. Address inappropriate behaviour on the part of a trustee in accordance with Policy 4.
19. Ensure the Board engages in regular assessments of its effectiveness as a Board.
20. Foster, develop and/or maintain positive, professional working relationships with:
 - 20.1 All members of the Board
 - 20.2 Superintendent and staff
 - 20.3 All employee group leaders
 - 20.4 Minister of Education and their staff

20.5 Locally Elected Officials

20.6 Board Chairs of other School Boards

21. To exercise any other function as required by the Board.

Legal Reference: Section 33, 51, 52, 53, 64, 67 Education Act
Board Procedures Regulation
Robert's Rules of Order