
ROLE OF THE BOARD CHAIR

At the annual Organizational Meeting, the trustees will elect one (1) of its members to serve as Board Chair and to hold office at the discretion of the Board. The Board entrusts to its Chair the primary responsibility for providing leadership and guidance: to be a leader of leaders.

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

1. Chief spokesperson for the Board except in those instances where the Board has delegated this role to another trustee or Superintendent.
2. Preside over all Public 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. 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.
4. Perform the following duties during Board meetings:
 - 4.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 4.2 Ensure that all issues before the Board are well-stated and clearly expressed;
 - 4.3 Display firmness, courtesy, tact, impartiality, and willingness to give trustees and administration an opportunity to speak on the subject under consideration;
 - 4.4 Ensure that debate is relevant. The Board Chair, in keeping with their responsibility to ensure that debate must be relevant to the question, will, when they are of the opinion that the discussion is not relevant to the question, remind trustees that they must speak to the question;
 - 4.5 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 trustees, and will decide questions of order, subject to an appeal to the Board by any two (2) trustees duly moved;
 - 4.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
 - 4.7 Ensure that each trustee present votes on all issues before the Board;
 - 4.8 Extend hospitality to trustees, officials of the Board, the press, and members of the public.
5. Keep informed of significant developments within the Division.
6. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their 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, students, or employees which may affect the administration of the Division.
9. Provide counsel to the Superintendent, when requested to do so.
10. Review and approve the Superintendent's vacation and expenditure claims.
11. Review and approve all trustee expenditure claims, with the exception of the Vice-Chair's expenditures, in accordance with Policy 6, Role of the Vice-Chair: "Item 7: The Vice-Chair's expenditure claims will be reviewed and approved by a trustee selected by the Board."
12. Bring to the Board all matters requiring a corporate decision of the Board.
13. Act as ex-officio member on all committees as a non-voting participant unless they are one of the voting trustees.
14. Act as a signing officer for the Division.
15. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
16. Address inappropriate behavior on the part of a trustee in accordance with Policy 04 – Trustee Code of Conduct.
17. Ensure the Board engages in regular assessments of its effectiveness as a Board.
18. Recognize strengths in Board Members and encourage Trustees to take leadership roles.

Legal Reference: Section 33, 51, 52, 53, 64, 67 Education Act
Board Procedures Regulation

Approved: November 2005

Amended: May 5, 2010; March 16, 2011; June 1, 2016; March 21, 2018; November 20, 2019; April 29, 2020;
January 25, 2023, September 17, 2025