

## **ROLE OF THE BOARD CHAIR**

The Board of Trustees at the October Organizational Meeting, or at any time determined by the Board, 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 arrange alternative representation, at official meetings inside and outside of the Division.

9. Present, on behalf of the Board, such awards as the Board may authorize from time to time, except in those instances where the chair delegates this role to another trustee.
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.

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Legal Reference: Section 60, 61, 62, 65, School Act  
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