

---

## **ROLE OF THE BOARD CHAIR**

The Board, at its organizational Meeting and thereafter at any time determined by the Board, shall elect one of its members to serve as Board Chair, and to hold this office at the pleasure of the Board. The Board Chair is primarily responsible for providing leadership and guidance to the Board and for ensuring that the integrity of the governing process in the District is maintained.

### **Specific Responsibilities**

The Board Chair shall:

1. Provide governance leadership to the Board so that the Board and individual Trustees operate in accordance with the Board's policies and the requirements of provincial legislation.
2. Serve as primary spokesperson for the Board and District, except in those instances where the Board has delegated this to another individual or group.
3. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act and policies of the Board.
4. Work closely with the Superintendent in the preparation of agendas for Board meetings.
5. Keep the Superintendent and the Board informed, in a timely manner, of all significant developments that might affect the District.
6. Convey directly to the Superintendent such concerns brought forward by trustees, parents or students that may affect the administration of the District.
7. Maintain a working knowledge of current issues and events and provide counsel to the Superintendent. The Chair has no individual authority to supervise or direct the Superintendent.
8. Perform the following duties during Board meetings:
  - 8.1 Maintain order and proper conduct and decorum of the meeting so that motions may be formally debated.
  - 8.2 Ensure that all matters before the Board are well-stated, clearly expressed and relevant to the Board's governance role.
  - 8.3 Display firmness, courtesy, tact, impartiality and ensure that each trustee present has the opportunity to speak and is respectfully listened to.
  - 8.4 Ensure that the debate is relevant to the matter at hand. The Chair, in keeping with his/her responsibility to ensure debate is relevant, shall, when he/she is of the opinion that discussion is not relevant to the question, remind members that they must speak to the question.

- 8.5 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The 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, and in accord with Robert's Rules of Order.
  - 8.6 Ensure that deliberation is timely, fair, orderly and thorough, but also efficient and to the point.
  - 8.7 Submit motions and proposals to final decision of the meeting through a formal show of hands.
  - 8.8 Ensure that each Trustee present votes on all issues before the Board. When appropriate, advise Trustees of a potential conflict of interest.
  - 8.9 Extend hospitality to Trustees, officials of the Board, the press, delegations and members of the public.
9. Be responsible to ensure that the Board is fully aware of the contents of the Superintendent's contract and its revisions and that the Board meets all the requirements of the contract.
  10. Annually review the Superintendent's vacation and sick leave entitlements and expenditures.
  11. Bring to the Board all matters requiring a corporate decision of the Board.
  12. Act as an ex-officio voting member of all Board committees
  13. Act as a signing authority for the District as follows:
    - 13.1 As required by the Government of Alberta
    - 13.2 As required by financial institutions.
  14. Annually review, with Trustees, the Trustee Code of Conduct.
  15. Address inappropriate behaviour on the part of a Trustee.
  16. Ensure that the Board engages in regular assessments of its effectiveness in Board governance.

Legal Reference: Section 60, 61, 62, 64, 65, 67 School Act  
Board Procedures Regulation  
Section 6 Local Authorities Election Act