

ROLE OF THE BOARD CHAIR

At its inaugural public meeting following a general local election, and for the following four years at the regular December meeting, the Board shall elect one of its members to serve as Board Chair to hold office at the pleasure of the Board. In accordance with the *School Act*, a majority of the Board may elect a new Chair at any time. In the event of the office becoming vacant during the year, a new Board Chair shall be elected in a manner similar to that followed in the election of the Board Chair at the inaugural meeting.

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

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the *School Act* and the policies and procedures as established by the Board and where those are silent, *Robert's Rules of Order*;
2. The Chairperson may enter the debate but must vacate the chair to propose or second a motion in which case the Vice-Chairperson, if present, or another member appointed by the Chairperson shall preside.
3. If the Chairperson is absent or unable to act, the Vice-Chairperson shall preside at meetings of the Board. If the Vice-Chairperson is absent or unable to act, the members present shall elect one of their numbers to preside at the meeting.
4. The Chairperson has the same right to vote and shall vote at the same time as the other members of the Board and, in the case of an equality of votes for and against the motion, the question is resolved in the negative, and the Chairperson shall so declare.
5. Maintain the order and proper conduct and decorum of the meeting;
6. Ensure that all issues before the Board are well-stated and clearly expressed;
7. Display firmness, courtesy, tact, and impartiality;
8. Ensure that debate is relevant;
9. Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
10. Extend hospitality to other trustees, officials of the Board, the press and members of the public;
11. Keep informed of significant developments within the District;
12. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the educational opportunities in the District;
13. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events;
14. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the District;
15. Bring to the Board all matters requiring a decision of the Board;
16. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group;

-
17. Act as a signing officer for the District;
 18. Represent the Board, or arrange alternative representation, at official meetings or other public functions;
 19. Address inappropriate behaviour on the part of a trustee;
 20. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

Legal Reference: Section 67, *School Act*