

## **POLICY 5: ROLE OF THE BOARD CHAIR**

### **ROLE OF THE BOARD CHAIR**

The Board of Trustees at the Organizational Meeting, or at any time determined by the Board, shall select one of its members to serve as Board Chair, to hold office during 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. The Board Chair shall canvas Trustees for potential items of interest for the agenda. The Board Chair shall adhere to the agenda as presented unless with the permission of the majority of Trustees it is expedient to introduce additional items or to change the order of items.
3. Call and preside over all Regular and Special Meetings of the Board. They shall rule on who will be heard and on the order in which they will be heard if more than one person wishes to speak at one time.
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; and
  - e. Extend such hospitality to Trustees, officials of the Board, the press, and members of the public as is appropriate.
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*. However, it is to be recognized by all Trustees that harmony and expediency in conducting the meeting shall have priority over the formalities of so-called 'Parliamentary Procedure'. The Board Chair may suspend formal procedures during a meeting when

they feel that it would promote the business of the meeting to do so. Any Trustee has the right to request the reinstatement of formal procedures; such a request must be honoured by the Chair.

6. If it is necessary to do so, the Chair may ask a Trustee to leave the meeting because of their disruptive behaviour, but this action must be supported by the majority of the Trustees present, who may vote on the question by show of hands or by secret ballot. A vote will be taken only when the Chair's ruling is challenged by one of the remaining Trustees. The length of a suspension shall not exceed the current meeting, and, at the discretion of the Chair, it may be limited to part of the meeting.
7. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
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.
10. Keep the Trustees and the Superintendent informed on all matters that might affect the educational opportunities in the Division.
11. Provide advice as requested, and confer with the Superintendent when circumstances require.
12. Be an ex officio member, with voting privileges, to all committees appointed by the Board.
13. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

**Legal Reference:**

Section 60, 61, 62, 65, Education Act

**History**

Prepared: September 2003  
Amended: March 2020  
Amended: October 2024