

Policy 5

ROLE OF THE BOARD CHAIR

The Board shall at its inaugural and annual meeting elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The Chair has no authority to either make decisions beyond policy created by the Board or to supervise or direct staff.

Specific Responsibilities

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

1. Prior to each Board meeting, review the Board Annual Board Work Plan, meet with the Vice Chair, the Superintendent and Secretary Treasurer to determine the items to be included in the agenda, and to become thoroughly familiar with them.
2. To preside over all public Board meetings and ensure that such meetings are conducted in accordance with the [School Act](#), the bylaws, policies and procedures as established by the Board.
3. To perform the following duties during Board meetings:
 - 3.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 3.2. Ensure that issues being presented for the Board's consideration are clearly articulated and explained.
 - 3.3. Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that a Board decision can be reached
 - 3.4. Direct the discussion by Trustees to the topic being considered by the Board.
 - 3.5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. They will speak to points of order in preference to other members.
 - 3.6. Determine disposition of each motion by a formal show of hands or secret ballot if required.
4. To convey directly to the Superintendent any concerns or questions as are related to the Chair by Trustees, parents, students or employees which may significantly affect the administration of the District.
5. To be in regular contact with the Superintendent to maintain a working knowledge of current issues and events within the District.

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6. To bring to the Board all matters requiring a corporate decision of the Board.
7. To act as chief spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual or group).
8. To attend all regularly called Board Chair meetings of the British Columbia School Trustees Association and Ministry of Education and Child Care.
9. To act as an ex-officio non-voting member of all committees appointed by the Board.
10. To act as a signing authority for Board minutes.
11. To act as a signing authority for the District as follows:
 - 11.1. As required by the government of B.C.
 - 11.2. As required by financial institutions.
12. To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government or other organizations or at hearings. When representing the Board at official meetings or in an official function, the Chair is limited to speaking for positions the Board has determined through approved motions. The Chair will bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The Chair will share with the Board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.
13. To ensure that the Board engages in regular assessments of its effectiveness as a Board.
14. To recommend to the Board Trustee appointments to:
 - 14.1. Standing committees Chairs
 - 14.2. School liaison appointments;
 - 14.3. Representative to external organization; and
 - 14.4. Other Board committees, e.g. ad hoc committees.
15. Address inappropriate behaviour on the part of a Trustee as per Policy 4 Appendix Trustee Code of Conduct Sanctions.
16. Assist with the Board orientation program for new Trustees.
17. Manage the Superintendent of Schools/Chief Executive Officer contract on the Boards behalf by bringing any relevant matters to the Board's attention in a timely manner. In addition, each month the Chair shall sign off on the Superintendent's expenses as well as vacation and sick leave, days earned, taken and accumulated.

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Legal Reference: *School Act* Sections 65, 67, 69, 70, 85

Related Policies:

Policy 2 – Role of the Board
Policy 3 – Role of the Trustee
Policy 4 – Trustee Code of Conduct
Policy 6 – Role of the Vice-Chair
Policy 7 – Board Operations
Policy 8 – Board Committees
Policy 9 – Board Representatives
By-Law 1 – Appeals
By-Law 2 – Indemnification
By-Law 3 – Trustee Elections

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