

Policy 4 – Role of the Board Chair

At its inaugural meeting following a general local election, and for the following three 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.

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. Prior to each Board meeting, confer with the Vice Chair, Superintendent and Secretary-Treasurer on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. 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 all issues before the Board are well-stated and clearly expressed;
 - 3.3 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that individual opinions may be considered and a corporate decision reached;
 - 3.4 Ensure that debate is relevant. The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when he/she is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;
 - 3.5 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.
 - 3.6 Extend hospitality to other trustees, officials of the Board, the press and members of the public.
4. Keep the Board and the Superintendent informed in a timely manner of all significant matters coming to his/her attention regarding the school district.

5. Keep informed of significant developments within the district.
6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
7. 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.
8. Bring to the Board all matters requiring a decision of the Board.
9. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
10. Act as an ex-officio member of all committees of the Board.
11. Act as a signing officer for the District.
12. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
13. Provide leadership to ensure that the Board engages in regular assessments of its effectiveness as a Board.
14. Make committee appointments as necessary.