



## Chair's Role

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The Chair of the Board assures and protects the integrity of the Board's governance process and represents the Board publicly.

The Chair's roles include:

- initiating and facilitating long-term strategies and planning
- monitoring accountability for long-term strategies and plans
- ensuring that all Trustees are involved in discussion and decision-making
- facilitating conflict resolution and striving toward Board cooperation
- providing ethical leadership

The duties of the Chair are to:

- (a) call, preside over, and set the agenda and program of any Public and Special Public Meeting of the Board;
- (b) conduct all meetings according to Roberts Rules of Order, except where the Organizational Bylaw or School Act supersedes it;
- (c) change the time of, cancel, or postpone a Public or Special Public Meeting of the Board upon receiving concurrence of a majority of Trustees after making a reasonable effort to poll all Trustees;
- (d) be a member or ex-officio voting member of all standing committees of the Board and may be a member or ex-officio voting member of any other committees of the Board as the Board may deem appropriate from time to time;
- (e) act as the official representative and spokesperson of the Board at all time, including at all public, government, community, and Board functions;
- (f) act as the Board's official spokesperson in communicating to the media on behalf of the Board;
- (g) ensure that the Board is fully informed about relevant business of the Board by reporting regularly or as requested by the Board with regard to any interests of the Board;
- (h) serve as an official signing officer of the Board;
- (i) act for and on behalf of the Board on emergent issues that arise between any Public and Special Public meetings of the Board;
- (j) remain accountable for the use of any authority he or she has delegated;

- (k) review, along with the Vice-Chair of the Board, any requests made by the Superintendent for amendments to his/her contract in all years except those in which there is a new Superintendent and, based on this review, make recommendations to the Board regarding any requested amendments;
- (l) act as the principal liaison between the Board of Trustees and the Superintendent;
- (m) perform such other duties as may from time to time be approved by the Board; and,
- (n) fulfill all of the duties of a Trustee.

The Chair shall not:

- (a) extend his or her authority to implementing or making decisions that belong to the Board as a whole;
- (b) supervise or direct the Superintendent in situations in which a matter could reasonably be considered at a forthcoming Public or Special Public Meeting;
- (c) neglect to fulfill normally accepted obligations related to signing authority and other legal requirements; or
- (d) withhold from the Board any relevant information acquired during the performance of his or her duties as Chair.

**Approved:** February 18, 1997

**Revised:** April 6, 1999, October 23, 2006,  
February 15, 2011

**Reference:** \_\_\_\_\_